

Hawaiian Swimming
Safe Sport Program
and Reference Guide

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Safe Sport Program Overview

The culture of clubs is extremely important to local engagement. Since shifting Safe Sport's focus from program development to local level engagement, we have increased the number of clubs who regularly engage in Safe Sport efforts through education and awareness. In addition, the Minor Athlete Abuse Prevention Policy (MAAPP) and Safe Sport Club Recognition program have increased awareness of programs the Safe Sport team has implemented. We want your help in continuing to promote these programs and all other initiatives to athletes, coaches, officials, parents, and volunteers.

We believe using the following three strategies increase local level engagement:

1. **Increase and Empower our Safe Sport Volunteers:** Empower our volunteer leadership at all levels of the organization. Forthcoming initiatives include:
 - a. Solidifying the volunteer leadership infrastructure of Safe Sport. Continuing to support the Save Sport Committee in providing leadership and support to Zone and LSC Chairs/Coordinators. This includes identifying, planning and executing regular communication points during the year to our volunteer community.
 - b. Empowering the Zone Chairs to implement regular training opportunities and communication points with the volunteer community.
 - c. Creating resources for Safe Sport volunteers to use to provide consistent education and information across the country.
3. **Encourage and Support Club Leadership:** Create and promote tools for clubs to establish a healthy and positive environment free from abuse. Forthcoming initiatives include:
 - a. Encouraging, supporting, and promoting those LSC Safe Sport Chair/Coordinator initiatives which increase Safe Sport program engagement at the club level. Examples of these types of LSC initiatives are available at the end of this packet.
 - a. Incentivizing clubs to achieve [Safe Sport Club Recognition](#). Past and present incentive examples include:
 - i. Monthly drawing to win a visit from a U.S. National Team athlete or alum
 - ii. LSC financial incentives
 - c. Providing updated Safe Sport education.
 - d. Launching new tools to encourage dialogue about Safe Sport. This includes:
 - i. USA Swimming's Safe Sport Team Talk page
 - (a) Coaching Boys Into Men
 - (b) Athletes as Leaders
 - ii. Activity Books
 - iii. Other free, downloadable materials
 - iv. Safe Sport materials for sale
 - e. Using social media to increase awareness of Safe Sport initiatives including:
 - i. Alerting Safe Sport volunteers as to when Safe Sport topics will be posted on social media (e.g., Facebook, Instagram and Twitter).
 - i. Encouraging Safe Sport volunteers to engage with USA Swimming Safe Sport social media posts.
 - ii. Weekly promotion of tools and resources available to LSCs and clubs.

- iii. Increased engagement with LSCs and clubs which promote Safe Sport topics, conversations and activities. This includes liking, sharing, retweeting and commenting on posts which tag USA Swimming or use [#SafeSport](#) as a hashtag.
 - f. Providing materials available for Safe Sport volunteers including easy to download materials such as posters and signs.
- 3. Promote at Swim Practices and Swim Meets: Spread the word about Safe Sport by capitalizing at swim meets and practices to reach large swimming community constituents. Ongoing initiatives include:
 - a. Materials on hand for use at swim meets:
 - i. Meet announcer cards
 - ii. Branded posters
 - iii. Heat sheet ads
 - iv. Parent tip cards
 - v. USA Swimming Save Sport promotional materials
 - b. Meet 360 resource for teams to use.

Safe Sport Club Chair/Coordinator

Charge: The purpose of the club Safe Sport Chair/Coordinator is to identify, plan, and execute efforts to raise awareness for Safe Sport within the club's coaches, parents and athletes.

Requirement: Be a registered non-athlete member of USA Swimming in good standing.

Selection and Term of Service: Selection criteria and term of service shall be dictated by each member club. It is not recommended for a coach to be the club's Safe Sport Chair/Coordinator but rather someone with a background supporting child protection efforts such as a police officer, social worker or teacher.

Responsibilities:

1. It is recommended this individual serve on club Board of Directors or report directly to the club owner.
2. Be a resource for the club on how to create and foster a positive Safe Sport culture.
3. Work with club leadership to:
 - a. Update club Save Sport website content.
 - b. Include Safe Sport information/fliers in club meet information, heat sheets, meet packets, etc.
 - c. Coordinate the successful completion of the safe Sport Club Recognition application
4. Works with new athletes and parents to:
 - a. Educate them about the Safe Sport program.
 - b. Encourage participation in online courses such as Athlete Protection Training, the Parent's Guide to Misconduct in Sport and the Safe Sport training for athletes.
5. Organize in-person training.
 - a. Secure trainer.
 - b. If necessary, help coordinate logistics for club members: room/location, any refreshments, communicates date/time/location/materials, etc.
6. Solicit and receive feedback and suggestions on the Safe Sport policies and programs from the club's membership, then provide feedback to the LSC's Safe Sport Chair/Coordinator.
7. Secure a budget. This could be used for Safe Sport materials such as club-supported travel, training, promotion, printing, swag, meet signage, Zoom account and USA Swimming events/training opportunities.

Safe Sport LSC Chair/Coordinator

Charge: Each LSC shall have an LSC Safe Sport Chair/Coordinator. The purpose of this position is to spread the message of Safe Sport in their LSC and raise awareness for the effort among the LSCs member clubs.

Requirements:

1. Be a registered non-athlete member of USA Swimming in good standing.
2. Attend the LSC Safe Sport Chair/Coordinator Workshop in the first year in the role and subsequently every other year.

Selection and term of service: Selection criteria and term of service shall be dictated by each LSC's bylaws.

Responsibilities:

1. Be knowledgeable about all Safe Sport program components and generally be able to describe the Safe Sport program framework.
2. Work with your LSC webmaster to post Safe Sport materials and/or link to USA Swimming Safe Sport program site to help direct members to relevant materials.
3. Work to encourage and increase training opportunities for the LSC, possibly including g:
 - a. Implementation of Safe Sport into Swimposium, House of Delegates or other LSC-hosted meeting/workshops.
 - b. Work with meet hosts to include Safe Sport information/fliers in meet information, heat sheets, meet packets and other communication materials.
 - c. Develop strategy to encourage parents and athletes to complete free trainings provided by USA Swimming Safe Sport staff or other appropriate organizations.
 - d. Share successful ideas with national office staff to share across other LSCs.
4. Secure a budget. This could be used for Safe Sport materials such as LSC-supported travel, training, promotion, printing, swag, meet signage, Zoom account and attending annual USAS Convention/other training opportunities.
5. Serve as an information resource for LSC clubs and membership and help to identify and connect them with local educational partners and resources.
6. Solicit and receive feedback and suggestions on the Safe Sport policies and programs from the LSC clubs and membership, then provide feedback to the USA Swimming Safe Sport Committee and staff.
7. Understand the complaint reporting structure and immediately refer all reports of Safe Sport-related violations to the appropriate jurisdictions. Reporting information can be found at www.usaswimming.org/report. Complaint information should be recorded in writing for future reference if needed.
8. Perform other functions as necessary in the fulfillment of USA Swimming's continuing efforts to prevent sexual, physical and emotional abuse.

Examples of ideas to implement (see examples of effective Safe Sport initiatives below for more detail)

1. Set up a table at swim meets to encourage conversation and knowledge around Safe Sport.
2. Have monthly in-person or virtual meetings to discuss Safe Sport in your LSC.
3. Travel to teams to discuss Safe Sport and the programs it offers.
4. Introduce yourself to create an open line of communication between you and the teams within your LSC.
5. Help set up trainings for clubs to achieve Safe Sport Club Recognition.
6. Utilize the Safe Sport athlete representative to assist in athlete engagements.

Timeline for Safe Sport Recognition for all clubs by 11/21 HOD

Date/time	Action
1/25-3/28	LSC Safe Sport Coordinator prepares lesson plan for presenting Safe Sport to each island's Safe Sport leaders. (A Zoom meeting.)
2/1 - 1 week	Get names, addresses, email, phone numbers of each island's group head person from the Registrar.
By 2/15 - 2 weeks	Email Island leaders to chose or elect a Safe Sport adult and athlete for each island. Include suggested qualifications. Email each club head coach/board president with USAS requirement of each team having a Safe Sport adult who is a USAS member. Please email back who that person is with contact information - even if they aren't a USAS member yet. Answer by 2/23.
By 2/23 - 2 weeks	Send introduction email including what the plan is to implement Safe Sport as a "life style" to Hawaiian Swimming to each island's Safe Sport leaders; cc the head person for the island. Encourage a response of questions and suggestions.
By 3/1	Prepare budget for Safe Sport implementation using all the ideas, incentives (?) and suggestions generated by each island's Safe Sport leaders for 3/7 BOD meeting
By 3/15 - 2 weeks	Get status of each team's progress toward completing Safe Sport recognition from Safe Sport island leaders.
3/28	Prepare a report of the status of all Hawaiian Swimming teams' progress toward completing Safe Sport recognition.
3/28-11/21	LSC Safe Sport Coordinator and island leaders work with each club to get them Safe Sport recognized.
3/28 to end of year	Incorporate Safe Sport presentations of various types into all meets on all islands.
8/1 and 2/1+/-	Start and continue semi-annual review of Safe Sport implementation. The 8/1 review is conducted with the intention of adjusting the LSC's budget requirements for continued support of the program. Also include any changes that USAS may require in this review and it's effect on the budget. The February 1 st review is to adjust implementation and maintenance of the Safe Sport program within the guidelines of the budget passed at the November HOD meeting.

Safe Sport Club Recognition Program

The USA Swimming Safe Sport Club Recognition program allows a USA Swimming member club to demonstrate its commitment to creating a healthy and positive environment free from abuse for all its members through the development and implementation of club governance measures, Safe Sport policies and reporting mechanisms, Safe Sport best practices and training to athletes and parents.

How do I get started

Club administrators log into the Club Portal (<https://www.usaswimming.org/coaches/club-portal>) to begin the process. This is a project that your team's Safe Sport Coordinator or board can help with. Safe Sport Club Recognition must be renewed every 2 years and recognition status can be revoked or denied if issues arise.

Safe Sport Standards & Resources

- Clubs will be asked to share their Athlete Protection Policies and other measures they have in place to safeguard athletes.
- They will also demonstrate how they screen and select staff and volunteers as getting the right people involved is a big part of successfully implementing Safe Sport.
- Additionally, clubs will be awarded points when minor athletes and parents complete the Safe Sport online courses, as well as hosting in-person Safe Sport related training.
- They will also detail communication to members about how to report misconduct to USA Swimming Sport.

Recognition

Recognized clubs earn a badge to display on their website, and these clubs will be designated as Safe Sport recognized in USA Swimming's Find-a-Team online search tool.

Guidelines for the different club business structure

- For coach-owned clubs (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/safe-sport-recognition-program/ssrp-coach-owned-guidelinesf61755fa6cbc6a0a9>)
- For institutionally-owned clubs (<https://www.usaswimming.org/docs/default-source/safe-sportdocuments/safe-sport-recognition-program/ssrp-institutionally-owned-guidelinesv1.pdf>)
- For parent-board-owned clubs (<https://usaswimming.org/docs/default-source/safe-sportdocuments/safe-sport-recognition-program/ssrp-parent-board-guidelinesf71755fa6cbc6a0a9>)

Tools to get your club started toward recognition

- Step-by-step portal access guide (<https://usaswimming.org/source/safe-sport-recognition-program/steps-to-becoming-a-safe-sport=recognized-club.pdf>)
- How to give Safe Sport user access (<https://usaswimming.org/source/safe-sportdocuments/safe-sport-recognition-program/how-to-give-safe-sport-user-access.pdf>)
- Sample email to encourage participation from parents and athletes (<https://usaswimming.org/source/safe-sportdocuments/safe-sport-recognition-program/sample-email.docx>)
- Frequently asked questions (<https://usaswimming.org/source/safe-sportdocuments/safe-sport-recognition-program/usa-swimming-safe-sport-recognized-club-faq7cf755fa6cbc6a0a9b57ff00>)
- Denying or revoking Safe Sport Club Recognition designation (<https://usaswimming.org/source/safe-sportdocuments/safe-sport-recognition-program/denying-or-revoking-ssrp-designation.pdf>)
- Training opportunities resource (https://usaswimming.org/source/safe-sportdocuments/safe-sport-recognition-program/ssrp-training-resources_dec_dec_2020-march-2021.2.pdf)

Keeping Athletes First Incentive

The USA Swimming's Board of Directors endorsed a new incentive, as part of the Keeping Athletes First Action Plan, to continue to increase the number of clubs to achieve Safe Sport Club Recognition. The incentive goes into effect July 2, 2020 and ends December 31, 2021. Details and official rules can be found at (<https://usaswimming.org/news/2020/07/02/usa-swimming-continues-its-focus-and-promotion-of-the-safe-sport-club-recognition-program>).

Starting July 2, 2020, all teams who have achieved Safe Sport Club Recognition will be entered in a monthly drawing for the chance to win a visit from a National Team athlete or alum. This is an exciting opportunity for winners to have a conversation, a clinic and/or take photos with a respected athlete at no cost to the winning team. USA Swimming will coordinate the visit, which may occur in person or virtually at USA Swimming's discretion, with the winning club. In addition, clubs who do not win will stay in the drawing until this incentive ends on December 31, 2021.

For clarity, a member club that received Safe Sport Club Recognition prior to the start of the Promotional Period and maintained Recognition through the time of entry has "achieved" Safe Sport recognition during the Promotional Period in accordance with the Official Rules and may enter the Contest. In accordance with the rules, all entrants must have Safe Sport Club Recognition to be eligible to win a Prize.

Partial rules of the incentive

Once your Team has achieved Qualifying Status, your Team will receive one entry into the monthly drawing for the Prize (please see Section 7 for drawing of the Prize). If your Team achieves the Qualifying Status but does not wish to be entered into the Contest, please send an email to ssrp@usaswimming.org requesting to opt out of the Contest.

The Winner will win a personal visit by a US National Team athlete or alumni member either virtually or at the Team's location, at USA Swimming's sole discretion, on a mutually agreeable date in the year in which the Team is selected (the "Prize"). The fair market value of the Prize is \$3,000.00.

Method of Winning and Monthly Drawings

USA Swimming will randomly select one Team (the "Winner") on or about the first day of every month during the Promotional Period, on another day reasonably selected by USA Swimming. The Winner will be notified via email and/or other methods (including via social media or telephonically). The odds of winning are one out of the total number of Teams achieving the Qualifying Status. If your Team does not win in a given month during the Promotional Period, your entry will automatically roll-over into the next month's random drawing, provided that your Team continues to maintain Qualifying Status. If during the Promotional Period your Team loses its Qualifying Status, then your entry may be removed from the monthly drawing until your Team achieves Qualifying Status.

Safe Sport Club Recognition Program for a Coach-Owned Club

The club is owned and operated by a head coach. The coach may have a parent booster organization.

OVERVIEW

PURPOSE

The Safe Sport Club Recognition Program allows a member club to demonstrate its commitment to creating an abuse-free, safe, healthy, and positive environment for all of its members through the development and implementation of Minor Athlete Abuse Prevention and Anti-Bullying policies, Safe Sport Best Practices, and Athlete Protection Training.

WHAT'S INVOLVED

- Policies, procedures, and best practices: clubs will develop and/or share their Athlete Protection Policies and the other measures to safeguard athletes.
- Personnel: a big part of successfully implementing Safe Sport is getting the right people involved. Clubs will demonstrate the screening and selection procedures for staff and volunteers.
- Training and Education: clubs will be awarded points when minor athletes and parents complete the Safe Sport online courses, as well as hosting in-person Safe Sport-related training.
- Reporting: clubs will detail communication to members about how to report misconduct to USA Swimming Safe Sport and the U.S. Center for SafeSport.

WHERE TO APPLY

Clubs apply for Safe Sport Club Recognition through the team's Club Portal, which requires team administrator login credentials. The team administrator or head coach has this login information. The Safe Sport Club Recognition Program application is located on the "HOME" tab of the Club Portal. The application can be done by the team administrator or head coach, or the administrator or coach may share the team's Club Portal login credentials with the club's Safe Sport Chair and he/she may complete the steps and apply on behalf of the team.

WHAT IS REQUIRED BEFORE THE APPLICATION CAN BE SUBMITTED?

Safe Sport Club Recognition applications are scored for the Safe Sport Club Recognition in the following four areas:

1. Business/Organization Success
2. Swim Parent/Volunteer Development
3. Coach Development/Education
4. Athlete Development/Performance

In each of the four scored sections there are required components and then additional components. The required components of each section must be met in order for a team to be eligible to submit its application, plus additional components to equal a total score of 75% or 50.25 points. Safe Sport Club Recognition can be renewed every 2 years.

USE USA SWIMMING'S MODEL RESOURCES TO DEVELOP YOUR CLUB'S SAFE SPORT PLAN

To assist clubs in becoming Safe Sport Recognized, USA Swimming has resources and models for almost all of the required policy and guideline documents on the usaswimming.org website.

Earning Safe Sport Recognition Points for a Coach-Owned Club

BUSINESS/ORGANIZATION SUCCESS

Total Category Points Available: 36

Minimum Points Needed: 21 from REQUIRED + 9 or more from ADDITIONAL

Required	(21 Points Required)	Points
<p>Mission and Vision Statement</p> <p>Is child protection included in your club's mission or vision statement? This memorializes your club's commitment to providing a safe, healthy, and positive environment for athletes. <You are asked to type in your club's mission or vision statement></p>		1 point
<p>Club Website</p> <p>Does your club have a designated Safe Sport section that contains tools and resources for Safe Sport? Items we check for: Club Safe Sport page on website is visible from the home page (as a tab or button) and anyone can access without needing to log in; Reporting information, Safe Sport Club Coordinator information, Safe Sport Best Practice Guidelines, MAAPP customized with your club name. <Share the link to your club's Safe Sport webpage></p>		5 points
<p>Club Owner Membership</p> <p>Is the owner of your club a non-athlete member of USA Swimming? This ensures that the individual has been background checked and has taken the Athlete Protection Training. <Please share the individual's name and contact information.></p>		1 point
<p>Reporting Information</p> <p>Is the information and procedure for reporting to USA Swimming Safe Sport and the U.S. Center for Safe Sport on your club's website? To deal with a Safe Sport concern, contact USA Swimming at (719) 866-4578 https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern Contact the U.S. Center for Safe Sport to make a report. Call (720) 524-5640 or use the online reporting form at https://safesport.i-sight.com/portal or find more information at http://www.uscenterforsafesport.org/ <Share the link to your club's reporting page></p>		2 points
<p>Conduct Pre-Employment Screening</p> <p>As a condition of membership in USA Swimming, member clubs are required to conduct pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules. <click the box if your club does the required pre-employment screening></p>		2 points
<p>USA Swimming Code of Conduct Communicated to Club</p> <p>Club has documented that it has distributed the USA Swimming Code of Conduct to all members and that they have received it. <click the box if your club has communicated the USA Swimming Code of Conduct to membership></p>		2 points
<p>Action Plan to Address Bullying</p> <p>USA Swimming Clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. An example action plan, that becomes the default if a club chooses not to create their own, is available on the USA Swimming website. <Upload your anti-bullying policy file></p>		2 points

<p>MAAPP USA Swimming Requires member clubs implement the Minor Athlete Abuse Prevention Policy (MAAPP) effective as of June 23, 2019. USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. This policy addresses risk areas that present opportunities for abuse to occur. The policy covers five (5) areas: 1. One-on-One interactions 2. Travel: Local and Team 3. Social Media and Electronic Communication 4. Locker Rooms & Changing Areas 5. Massages & Rubdowns MAAPP has been reviewed with Parents/Athletes/Coaches/Volunteers/Other Adults affiliated with the club and signed acknowledgements are kept on file at the club. <Please customize MAAPP policy with your club name and post a PDF to your Safe Sport web page. Download PDF.></p>	6 points
<p>Additional (15 points possible)</p>	
<p>Safe Sport Best Practices Are the Safe Sport Best Practice Guidelines posted on your club's website? <check if yes></p>	2 points
<p>Communication of Policies How often do you communicate the Safe Sport policies to the members of your club, including coaches, athletes, parents, and volunteers? <Choose one: Never (0 pts) Annually (1 pt) Each Season (1 pt) More frequently than each season (1 pt)></p>	0-1 points
<p>Communication Audience Who do you target your communications to regarding Safe Sport policies? <check all that apply Coaches (1 pt) Parents/Volunteers (1 pt) Athletes (1 pt)></p>	1-3 points
<p>Grievance Procedure Does your club have a grievance procedure for violations of your athlete, coach, and parent codes of conducts, as well as violations of other team policies? Procedure should outline who a concern (from a parent, athlete, volunteer, etc.) goes to and what steps that individual takes, up to and including making a report to USA Swimming and the Center. <please upload your grievance procedure file></p>	3 points
<p>Locker Room Monitoring Procedure Locker rooms and changing areas are a high-risk area for abuse to happen. Minor Athlete Abuse Prevention Policy addresses this in the Locker Rooms and Changing Areas Section. <Detail the steps your club takes to ensure your locker rooms are safe, include who has access to the locker rooms, and detail a plan of how to respond to misconduct and monitor problematic behavior in the locker room.></p>	2 points

<p>Parent Consent Forms</p> <p>Parent Consent forms are required to be kept on file at the club for each instance of the following:</p> <ul style="list-style-type: none"> • Unrelated Adult Athlete to share a hotel room or sleeping arrangement with a minor athlete. • Unrelated Applicable Adult providing local transportation to a minor athlete. • Licensed massage therapist or other certified professional or health care provider to treat a minor athlete. • Unrelated applicable adult to travel to competition with a minor athlete. <p>Samples can be found here: https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy</p> <p><Attach copies of your Parent Consent Forms for review. Note: these should be combined to one file.></p>	2 points
<p>Photography Policy</p> <p>A photography policy is another way to enhance the protection of athlete members. A photography policy could include no picture taking from behind the blocks and could require anyone taking pictures to do so from a certain blocked-off location of the pool deck. The policy must include how parents can opt in or out of having their child photographed at team functions, including meets.</p> <p><Please upload your photography policy.></p>	2 points

SWIM PARENT/VOLUNTEER DEVELOPMENT

Total Category Points Available: 16

Minimum Points Needed: 8 points minimum, with at least 6 points from REQUIRED and 2 more points from either REQUIRED or ADDITIONAL.

Required	(6 Points Required) Points
<p>Safe Sport Club Coordinator</p> <p>Does your club have a designated Safe Sport Club Coordinator who is a non-athlete member of USA Swimming? This ensures that the individual is background checked and has taken the Athlete Protection Training. Please share the name and contact information for your Safe Sport Club Coordinator.</p> <p><include name, phone number, and email address of Safe Sport Club Coordinator></p>	5 points
<p>Online Safe Sport Education for Parents (1-5)</p> <p>Safe Sport's online course for parents provides an introduction to Safe Sport, abuse, and reporting information. More information and access to the course can be found at www.usaswimming.org/learn. The course is called "Parents Guide to Misconduct in Sport" Parents are calculated as a percentage of registered households with 1.5 parents per household. 10% is the minimum. 10% = 1 point</p> <p><The system calculated this automatically based on how many of your team's parents have taken the Safe Sport for Swim Parents course.></p>	1-5 points
Additional	(6 points possible)
<p>Parent Code of Conduct</p> <p>Does your club have a Parent Code of Conduct?</p> <p><Please upload your Parent Code of Conduct. A sample can be found on the USA Swimming website></p>	2 points
<p>Volunteer Coordinator Membership</p> <p>Does your club require that your volunteer coordinator is a non-athlete member of USA Swimming? This ensures that the individual is background-checked and has completed the Athlete Protection Training.</p> <p><Please share the name of your Volunteer Coordinator></p>	1 point
<p>Meet Marshals</p> <p>Does your club require that meet marshals are non-athlete members of USA Swimming? This ensures that the individuals are background checked and have completed the Athlete Protection Training.</p> <p><Please list the names of your meet marshals.></p>	1 point

<p>Education Event for Athletes Has your club hosted an in-person training for athletes on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Safe Sport for Athletes videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <Please share the date and description of the event></p>	2 points
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COACH DEVELOPMENT/EDUCATION

Total Category Points Available: 6

Minimum Points Needed: 3 points minimum, with at least 1 point from REQUIRED plus 1 more point from REQUIRED and 2 points from ADDITIONAL or 2 more points from ADDITIONAL

Required	(1 Point Required) Points
<p>Reference Checks How often does your club complete reference checks when hiring coaches and other staff members? <Choose one: Never (0 points) Only if we need to (0 points) Only the head coach (1 point) Every hire (2 points)></p>	0-2 points
Additional	(4 points possible)
<p>Coach Code of Conduct Does your club have a code of conduct or honor code for coaches? This is a good way to create shared culture and expectations. <Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.></p>	2 points
<p>Education Event for Coaches Has your club hosted an in-person training for coaches on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <Please share the date and description of the event></p>	2 points

ATHLETE DEVELOPMENT/PERFORMANCE

Total Category Points Available: 9

Minimum Points Needed: at least 1 point from REQUIRED and 2 more points for from either REQUIRED or ADDITIONAL (for a total of 3 points minimum)

Required	(1 Point Required)	Points
<p>Online Safe Sport Education for Athletes Safe Sport’s online training for athletes provides an introduction to Safe Sport, healthy boundaries, and how to speak up about misconduct, abuse, and the behaviors that lead to abuse. Find more information and take the training at www.usaswimming.org/learn. The course is called “SAFE SPORT FOR ATHLETES”.</p> <p><Athletes are calculated as a percentage of registered athletes 12 and older. 10% is the minimum. 10% = 1 point></p>		1-5 points
Additional	(4 points possible)	
<p>Athlete Code of Conduct Does your club have an Athlete Code of Conduct? <Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.></p>		2 points
<p>Education Event for Athletes Has your club hosted an in-person training for athletes on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Safe Sport for Athletes videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <Please share the date and description of the event></p>		2 points

Safe Sport Club Recognition Program for an Institutionally-Owned Club

The club is owned by an outside organization. Examples would be the club is owned by a YMCA, school system, fitness center, park & rec program, boys & girls club, college/university, etc. The club may have a parent booster organization.

OVERVIEW

PURPOSE

The Safe Sport Club Recognition Program allows a member club to demonstrate its commitment to creating an abuse-free, safe, healthy, and positive environment for all of its members through the development and implementation of Minor Athlete Abuse Prevention and Anti-Bullying policies, Safe Sport Best Practices, and Athlete Protection Training.

WHAT'S INVOLVED

- Policies, procedures, and best practices: clubs will develop and/or share their Athlete Protection Policies and the other measures to safeguard athletes.
- Personnel: a big part of successfully implementing Safe Sport is getting the right people involved. Clubs will demonstrate the screening and selection procedures for staff and volunteers.
- Training and Education: clubs will be awarded points when minor athletes and parents complete the Safe Sport online courses, as well as hosting in-person Safe Sport-related training.
- Reporting: clubs will detail communication to members about how to report misconduct to USA Swimming Safe Sport and the U.S. Center for SafeSport.

WHERE TO APPLY

Clubs apply for Safe Sport Club Recognition through the team's Club Portal, which requires team administrator login credentials. The team administrator or head coach has this login information. The Safe Sport Club Recognition Program application is located on the "HOME" tab of the Club Portal. The application can be done by the team administrator or head coach, or the administrator or coach may share the team's Club Portal login credentials with the club's Safe Sport Chair and he/she may complete the steps and apply on behalf of the team.

WHAT IS REQUIRED BEFORE THE APPLICATION CAN BE SUBMITTED?

Safe Sport Club Recognition applications are scored for the Safe Sport Club Recognition in the following four areas:

1. Business/Organization Success
2. Swim Parent/Volunteer Development
3. Coach Development/Education
4. Athlete Development/Performance

In each of the four scored sections there are required components and then additional components. The required components of each section must be met in order for a team to be eligible to submit its application, plus additional components to equal a total score of 75% or 49.50 points. Safe Sport Club Recognition can be renewed every 2 years.

USE USA SWIMMING'S MODEL RESOURCES TO DEVELOP YOUR CLUB'S SAFE SPORT PLAN

To assist clubs in becoming Safe Sport Recognized, USA Swimming has resources and models for almost all of the required policy and guideline documents on the usaswimming.org website.

Earning Safe Sport Recognition Points for an Institutionally-Owned Club

BUSINESS/ORGANIZATION SUCCESS

Total Category Points Available: 35

Minimum Points Needed: 20 from REQUIRED + 9 or more from ADDITIONAL

Required	(20 Points Required)	Points
<p>Mission and Vision Statement</p> <p>Is child protection included in your club's mission or vision statement? This memorializes your club's commitment to providing a safe, healthy, and positive environment for athletes. <You are asked to type in your club's mission or vision statement></p>		1 point
<p>Club Website</p> <p>Does your club have a designated Safe Sport section that contains tools and resources for Safe Sport? Items we check for: Club Safe Sport page on website is visible from the home page (as a tab or button) and anyone can access without needing to log in; Reporting information, Safe Sport Club Coordinator information, Safe Sport Best Practice Guidelines, MAAPP customized with your club name. <Share the link to your club's Safe Sport webpage></p>		5 points
<p>Reporting Information</p> <p>Is the information and procedure for reporting to USA Swimming Safe Sport and the U.S. Center for Safe Sport on your club's website? To deal with a Safe Sport concern, contact USA Swimming at (719) 866-4578 https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern Contact the U.S. Center for Safe Sport to make a report. Call (720) 524-5640 or use the online reporting form at https://safesport.i-sight.com/portal or find more information at http://www.uscenterforsafesport.org/ <Share the link to your club's reporting page></p>		2 points
<p>Conduct Pre-Employment Screening</p> <p>As a condition of membership in USA Swimming, member clubs are required to conduct pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules. <click the box if your club does the required pre-employment screening></p>		2 points
<p>USA Swimming Code of Conduct Communicated to Club</p> <p>Club has documented that it has distributed the USA Swimming Code of Conduct to all members and that they have received it. <click the box if your club has communicated the USA Swimming Code of Conduct to membership></p>		2 points
<p>MAAPP</p> <p>USA Swimming Requires member clubs implement the Minor Athlete Abuse Prevention Policy (MAAPP) effective as of June 23, 2019. USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. This policy addresses risk areas that present opportunities for abuse to occur. The policy covers five (5) areas:</p> <ol style="list-style-type: none"> 1. One-on-One interactions 2. Travel: Local and Team 3. Social Media and Electronic Communication 4. Locker Rooms & Changing Areas 5. Massages & Rubdowns <p>MAAPP has been reviewed with Parents/Athletes/Coaches/Volunteers/Other Adults affiliated with the club and signed acknowledgements are kept on file at the club. <Please customize MAAPP policy with your club name and post a PDF to your Safe Sport web page. Download PDF.></p>		6 points

<p>Action Plan to Address Bullying USA Swimming Clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. An example action plan, that becomes the default if a club chooses not to create their own, is available on the USA Swimming website. <Upload your anti-bullying policy file></p>	2 points
<p>Additional (15 points possible)</p>	
<p>Safe Sport Best Practices Are the Safe Sport Best Practice Guidelines posted on your club's website? <check if yes></p>	2 points
<p>Communication of Policies How often do you communicate the Safe Sport policies to the members of your club, including coaches, athletes, parents, and volunteers? <Choose one: Never (0 pts) Annually (1 pt) Each Season (1 pt) More frequently than each season (1 pt)></p>	0-1 points
<p>Communication Audience Who do you target your communications to regarding Safe Sport policies? <check all that apply Coaches (1 pt) Parents/Volunteers (1 pt) Athletes (1 pt)></p>	1-3 points
<p>Grievance Procedure Does your club have a grievance procedure for violations of your athlete, coach, and parent codes of conducts, as well as violations of other team policies? Procedure should outline who a concern (from a parent, athlete, volunteer, etc.) goes to and what steps that individual takes, up to and including making a report to USA Swimming and the Center. <please upload your grievance procedure file></p>	3 points
<p>Locker Room Monitoring Procedure Locker rooms and changing areas are a high-risk area for abuse to happen. Minor Athlete Abuse Prevention Policy addresses this in the Locker Rooms and Changing Areas Section. <Detail the steps your club takes to ensure your locker rooms are safe, include who has access to the locker rooms, and detail a plan of how to respond to misconduct and monitor problematic behavior in the locker room.></p>	2 points
<p>Parent Consent Forms Parent Consent forms are required to be kept on file at the club for each instance of the following:</p> <ul style="list-style-type: none"> • Unrelated Adult Athlete to share a hotel room or sleeping arrangement with a minor athlete. • Unrelated Applicable Adult providing local transportation to a minor athlete. • Licensed massage therapist or other certified professional or health care provider to treat a minor athlete. • Unrelated applicable adult to travel to competition with a minor athlete. <p>Samples can be found here: https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy <Attach copies of your Parent Consent Forms for review. Note: these should be combined to one file.></p>	2 points

<p>Photography Policy A photography policy is another way to enhance the protection of athlete members. A photography policy could include no picture taking from behind the blocks and could require anyone taking pictures to do so from a certain blocked-off location of the pool deck. The policy must include how parents can opt in or out of having their child photographed at team functions, including meets. <Please upload your photography policy.></p>	2 points
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SWIM PARENT/VOLUNTEER DEVELOPMENT

Total Category Points Available: 16

Minimum Points Needed: 8 points minimum, with at least 6 points from REQUIRED and 2 more points from either REQUIRED or ADDITIONAL.

Required	(6 Points Required) Points
<p>Safe Sport Club Coordinator Does your club have a designated Safe Sport Club Coordinator who is a non-athlete member of USA Swimming? This ensures that the individual is background checked and has taken the Athlete Protection Training. Please share the name and contact information for your Safe Sport Club Coordinator. <include name, phone number, and email address of Safe Sport Club Coordinator></p>	5 points
<p>Online Safe Sport Education for Parents (1-5) Safe Sport’s online course for parents provides an introduction to Safe Sport, abuse, and reporting information. More information and access to the course can be found at www.usaswimming.org/learn. The course is called “Parents Guide to Misconduct in Sport” Parents are calculated as a percentage of registered households with 1.5 parents per household. 10% is the minimum. 10% = 1 point <The system calculated this automatically based on how many of your team’s parents have taken the Safe Sport for Swim Parents course.></p>	1-5 points
Additional	(6 points possible)
<p>Parent Code of Conduct Does your club have a Parent Code of Conduct? <Please upload your Parent Code of Conduct. A sample can be found on the USA Swimming website></p>	2 points
<p>Education Event for Parents Has your club hosted an in-person training for parents on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Parent’s Guide to Misconduct in Sport videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <If so, please share the date and description of the event.></p>	2 points
<p>Volunteer Coordinator Membership Does your club require that your volunteer coordinator is a non-athlete member of USA Swimming? This ensures that the individual is background-checked and has completed the Athlete Protection Training. <Please share the name of your Volunteer Coordinator></p>	1 point

<p>Meet Marshals</p> <p>Does your club require that meet marshals are non-athlete members of USA Swimming? This ensures that the individuals are background checked and have completed the Athlete Protection Training. <Please list the names of your meet marshals.></p>	1 point
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COACH DEVELOPMENT/EDUCATION

Total Category Points Available: 6

Minimum Points Needed: 3 points minimum, with at least 1 point from REQUIRED plus 1 more point from REQUIRED and 2 points from ADDITIONAL or 2 more points from ADDITIONAL

Required	(1 Point Required)	Points
<p>Reference Checks</p> <p>How often does your club complete reference checks when hiring coaches and other staff members? <Choose one: Never (0 points) Only if we need to (0 points) Only the head coach (1 point) Every hire (2 points)></p>		0-2 points
Additional	(4 points possible)	
<p>Coach Code of Conduct</p> <p>Does your club have a code of conduct or honor code for coaches? This is a good way to create shared culture and expectations. <Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.></p>		2 points
<p>Education Event for Coaches</p> <p>Has your club hosted an in-person training for coaches on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <Please share the date and description of the event></p>		2 points

ATHLETE DEVELOPMENT/PERFORMANCE

Total Category Points Available: 9

Minimum Points Needed: at least 1 point from REQUIRED and 2 more points for from either REQUIRED or ADDITIONAL (for a total of 3 points minimum)

Required	(1 Point Required)
<p>Online Safe Sport Education for Athletes</p> <p>Safe Sport's online training for athletes provides an introduction to Safe Sport, healthy boundaries, and how to speak up about misconduct, abuse, and the behaviors that lead to abuse. Find more information and take the training at www.usaswimming.org/learn. The course is called "SAFE SPORT FOR ATHLETES". <Athletes are calculated as a percentage of registered athletes 12 and older. 10% is the minimum. 10% = 1 point></p>	

Additional	(4 points possible)	
Athlete Code of Conduct Does your club have an Athlete Code of Conduct? <Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.>		2 points
Education Event for Athletes Has your club hosted an in-person training for athletes on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Safe Sport for Athletes videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <Please share the date and description of the event>		2 points

Safe Sport Club Recognition Program for a Parent-Owned (Parent Board) Club

The club is owned by the parents of the team and governed by a parent board. Most of the time the club is registered by the IRS as a 501(c)3 non-profit organization. The majority of clubs in USA Swimming are of this type.

OVERVIEW

PURPOSE

The Safe Sport Club Recognition Program allows a member club to demonstrate its commitment to creating an abuse-free, safe, healthy, and positive environment for all of its members through the development and implementation of Minor Athlete Abuse Prevention and Anti-Bullying policies, Safe Sport Best Practices, and Athlete Protection Training.

WHAT'S INVOLVED

- Policies, procedures, and best practices: clubs will develop and/or share their Athlete Protection Policies and the other measures to safeguard athletes.
- Personnel: a big part of successfully implementing Safe Sport is getting the right people involved. Clubs will demonstrate the screening and selection procedures for staff and volunteers.
- Training and Education: clubs will be awarded points when minor athletes and parents complete the Safe Sport online courses, as well as hosting in-person Safe Sport-related training.
- Reporting: clubs will detail communication to members about how to report misconduct to USA Swimming Safe Sport and the U.S. Center for SafeSport.

WHERE TO APPLY

Clubs apply for Safe Sport Club Recognition through the team's Club Portal, which requires team administrator login credentials. The team administrator or head coach has this login information. The Safe Sport Club Recognition Program application is located on the "HOME" tab of the Club Portal. The application can be done by the team administrator or head coach, or the administrator or coach may share the team's Club Portal login credentials with the club's Safe Sport Chair and he/she may complete the steps and apply on behalf of the team.

WHAT IS REQUIRED BEFORE THE APPLICATION CAN BE SUBMITTED?

Safe Sport Club Recognition applications are scored for the Safe Sport Club Recognition in the following four areas:

1. Business/Organization Success
2. Swim Parent/Volunteer Development
3. Coach Development/Education
4. Athlete Development/Performance

In each of the four scored sections there are required components and then additional components. The required components of each section must be met in order for a team to be eligible to submit its application, plus additional components to equal a total score of 75% or 51.75 points. Safe Sport Club Recognition can be renewed every 2 years.

USE USA SWIMMING'S MODEL RESOURCES TO DEVELOP YOUR CLUB'S SAFE SPORT PLAN

To assist clubs in becoming Safe Sport Recognized, USA Swimming has resources and models for almost all of the required policy and guideline documents on the usaswimming.org website.

Earning Safe Sport Recognition Points for a Parent-Owned (Parent Board) Club

BUSINESS/ORGANIZATION SUCCESS

Total Category Points Available: 36

Minimum Points Needed: 20 from REQUIRED + 9 or more from ADDITIONAL

Required	(20 Points Required)	Points
<p>Mission and Vision Statement</p> <p>Is child protection included in your club's mission or vision statement? This memorializes your club's commitment to providing a safe, healthy, and positive environment for athletes. <You are asked to type in your club's mission or vision statement></p>		1 point
<p>Club Website</p> <p>Does your club have a designated Safe Sport section that contains tools and resources for Safe Sport? Items we check for: Club Safe Sport page on website is visible from the home page (as a tab or button) and anyone can access without needing to log in; Reporting information, Safe Sport Club Coordinator information, Safe Sport Best Practice Guidelines, MAAPP customized with your club name. <Share the link to your club's Safe Sport webpage></p>		5 points
<p>Reporting Information</p> <p>Is the information and procedure for reporting to USA Swimming Safe Sport and the U.S. Center for Safe Sport on your club's website? To deal with a Safe Sport concern, contact USA Swimming at (719) 866-4578 https://www.usaswimming.org/safe-sport/deal-with-a-safe-sport-concern Contact the U.S. Center for Safe Sport to make a report. Call (720) 524-5640 or use the online reporting form at https://safesport.i-sight.com/portal or find more information at http://www.uscenterforsafesport.org/ <Share the link to your club's reporting page></p>		2 points
<p>Conduct Pre-Employment Screening</p> <p>As a condition of membership in USA Swimming, member clubs are required to conduct pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules. <click the box if your club does the required pre-employment screening></p>		2 points
<p>USA Swimming Code of Conduct Communicated to Club</p> <p>Club has documented that it has distributed the USA Swimming Code of Conduct to all members and that they have received it. <click the box if your club has communicated the USA Swimming Code of Conduct to membership></p>		2 points
<p>MAAPP</p> <p>USA Swimming Requires member clubs implement the Minor Athlete Abuse Prevention Policy (MAAPP) effective as of June 23, 2019. USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. This policy addresses risk areas that present opportunities for abuse to occur. The policy covers five (5) areas:</p> <ol style="list-style-type: none"> 1. One-on-One interactions 2. Travel: Local and Team 3. Social Media and Electronic Communication 4. Locker Rooms & Changing Areas 5. Massages & Rubdowns <p>MAAPP has been reviewed with Parents/Athletes/Coaches/Volunteers/Other Adults affiliated with the club and signed acknowledgements are kept on file at the club. <Please customize MAAPP policy with your club name and post a PDF to your Safe Sport web page. Download PDF.></p>		6 points

<p>Action Plan to Address Bullying USA Swimming Clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. An example action plan, that becomes the default if a club chooses not to create their own, is available on the USA Swimming website. <Upload your anti-bullying policy file></p>	2 points
<p>Additional (15 points possible)</p>	
<p>Safe Sport Best Practices Are the Safe Sport Best Practice Guidelines posted on your club's website? <check if yes></p>	2 points
<p>Communication of Policies How often do you communicate the Safe Sport policies to the members of your club, including coaches, athletes, parents, and volunteers? <Choose one: Never (0 pts) Annually (1 pt) Each Season (1 pt) More frequently than each season (1 pt)></p>	0-1 points
<p>Communication Audience Who do you target your communications to regarding Safe Sport policies? <check all that apply Coaches (1 pt) Parents/Volunteers (1 pt) Athletes (1 pt)></p>	1-3 points
<p>Grievance Procedure Does your club have a grievance procedure for violations of your athlete, coach, and parent codes of conducts, as well as violations of other team policies? Procedure should outline who a concern (from a parent, athlete, volunteer, etc.) goes to and what steps that individual takes, up to and including making a report to USA Swimming and the Center. <please upload your grievance procedure file></p>	3 points
<p>Locker Room Monitoring Procedure Locker rooms and changing areas are a high-risk area for abuse to happen. Minor Athlete Abuse Prevention Policy addresses this in the Locker Rooms and Changing Areas Section. <Detail the steps your club takes to ensure your locker rooms are safe, include who has access to the locker rooms, and detail a plan of how to respond to misconduct and monitor problematic behavior in the locker room.></p>	2 points
<p>Parent Consent Forms Parent Consent forms are required to be kept on file at the club for each instance of the following:</p> <ul style="list-style-type: none"> • Unrelated Adult Athlete to share a hotel room or sleeping arrangement with a minor athlete. • Unrelated Applicable Adult providing local transportation to a minor athlete. • Licensed massage therapist or other certified professional or health care provider to treat a minor athlete. • Unrelated applicable adult to travel to competition with a minor athlete. <p>Samples can be found here: https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy <Attach copies of your Parent Consent Forms for review. Note: these should be combined to one file.></p>	2 points

<p>Photography Policy</p> <p>A photography policy is another way to enhance the protection of athlete members. A photography policy could include no picture taking from behind the blocks and could require anyone taking pictures to do so from a certain blocked-off location of the pool deck. The policy must include how parents can opt in or out of having their child photographed at team functions, including meets.</p> <p><Please upload your photography policy.></p>	2 points
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SWIM PARENT/VOLUNTEER DEVELOPMENT

Total Category Points Available: 16

Minimum Points Needed: 8 points minimum, with at least 8 points from REQUIRED and 2 more points from either REQUIRED or ADDITIONAL.

Required	(6 Points Required) Points
<p>Safe Sport Club Coordinator</p> <p>Does your club have a designated Safe Sport Club Coordinator who is a non-athlete member of USA Swimming? This ensures that the individual is background checked and has taken the Athlete Protection Training. Please share the name and contact information for your Safe Sport Club Coordinator.</p> <p><include name, phone number, and email address of Safe Sport Club Coordinator></p>	5 points
<p>Online Safe Sport Education for Parents (1-5)</p> <p>Safe Sport’s online course for parents provides an introduction to Safe Sport, abuse, and reporting information. More information and access to the course can be found at www.usaswimming.org/learn. The course is called “Parents Guide to Misconduct in Sport” Parents are calculated as a percentage of registered households with 1.5 parents per household. 10% is the minimum. 10% = 1 point</p> <p><The system calculated this automatically based on how many of your team’s parents have taken the Safe Sport for Swim Parents course.></p>	1-5 points
<p>Board Membership</p> <p>It is required that all members of the board of directors are non-athlete members of USA Swimming. This ensures that the individuals are background checks and have completed the Athlete Protection Training.</p> <p><please include a board roster or a link to where this roster is posted ion your tram website></p>	2 points
<p>Additional</p>	(6 points possible)
<p>Parent Code of Conduct</p> <p>Does your club have a Parent Code of Conduct?</p> <p><Please upload your Parent Code of Conduct. A sample can be found on the USA Swimming website></p>	2 points
<p>Education Event for Parents</p> <p>Has your club hosted an in-person training for parents on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention?</p> <p>Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Parent’s Guide to Misconduct in Sport videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request</p> <p><If so, please share the date and description of the event.></p>	2 points

<p>Volunteer Coordinator Membership</p> <p>Does your club require that your volunteer coordinator is a non-athlete member of USA Swimming? This ensures that the individual is background-checked and has completed the Athlete Protection Training.</p> <p><Please share the name of your Volunteer Coordinator></p>	1 point
<p>Meet Marshals</p> <p>Does your club require that meet marshals are non-athlete members of USA Swimming? This ensures that the individuals are background checked and have completed the Athlete Protection Training.</p> <p><Please list the names of your meet marshals.></p>	1 point

COACH DEVELOPMENT/EDUCATION

Total Category Points Available: 6

Minimum Points Needed: 3 points minimum, with at least 1 point from REQUIRED plus 1 more point from REQUIRED and 2 points from ADDITIONAL or 2 more points from ADDITIONAL

Required	(1 Point Required)	Points
<p>Reference Checks</p> <p>How often does your club complete reference checks when hiring coaches and other staff members?</p> <p><Choose one: Never (0 points) Only if we need to (0 points) Only the head coach (1 point) Every hire (2 points)></p>		0-2 points
Additional	(4 points possible)	
<p>Coach Code of Conduct</p> <p>Does your club have a code of conduct or honor code for coaches? This is a good way to create shared culture and expectations.</p> <p><Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.></p>		2 points
<p>Education Event for Coaches</p> <p>Has your club hosted an in-person training for coaches on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request</p> <p><Please share the date and description of the event></p>		2 points

ATHLETE DEVELOPMENT/PERFORMANCE

Total Category Points Available: 9

Minimum Points Needed: at least 1 point from REQUIRED and 2 more points for from either REQUIRED or ADDITIONAL (for a total of 3 points minimum)

Required	(1 Point Required)	Points
<p>Online Safe Sport Education for Athletes</p> <p>Safe Sport's online training for athletes provides an introduction to Safe Sport, healthy boundaries, and how to speak up about misconduct, abuse, and the behaviors that lead to abuse. Find more information and take the training at www.usaswimming.org/learn. The course is called "SAFE SPORT FOR ATHLETES".</p> <p><Athletes are calculated as a percentage of registered athletes 12 and older. 10% is the minimum. 10% = 1 point></p>		1-5 points

Additional	(4 points possible)	
Athlete Code of Conduct Does your club have an Athlete Code of Conduct? <Please upload your Coach Code of Conduct. A model can be found on the USA Swimming website.>		2 points
Education Event for Athletes Has your club hosted an in-person training for athletes on Safe Sport topics facilitated by USA Swimming Safe Sport Staff, the LSC Safe Sport Chair, or a community agency for violence prevention? Note: In order for the education events to receive points they must be virtual or in person training by the USA Swimming Safe Sport Staff, the LSC Safe Sport Coordinator, or a community agency for violence prevention within one year of application. This is training above and beyond doing general Safe Sport training or showing the Safe Sport for Athletes videos. If you are looking for one of the USA Swimming Safe Sport staff to conduct a training virtually or in person later down the road, please fill out the speaker request. https://www.usaswimming.org/articles-landing-page/2017/03/24/safe-sport-speaker-request <Please share the date and description of the event>		2 points

Pre-Employment Screening

Purpose

Pre-Employment Screening Program Summary

Clubs are responsible for hiring and supervising their own coaches and staff and managing their own volunteers. USA Swimming does not hire, supervise, or manage a club's employment relationship with its coaches, staff, or volunteers, as that is an independent responsibility of the club. As the employer, it is the club's responsibility to evaluate the screening information and utilize that information to make a hiring decision that reflects the club's values and standards. USA Swimming does not mandate employment criteria, evaluate candidates or screening information under this program, or provide advice to clubs regarding their hiring decisions or supervision responsibilities.

The Pre-Employment Screening program requires clubs to certify to USA Swimming that they have conducted certain pre-employment checks for covered individuals. Note that USA Swimming's Background Check Program is a criminal record search and is not a substitute for a club conducting appropriate pre-employment inquiries. Clubs should carefully check references and previous employers and verify information provided by the applicant using available screening resources.

As the employer, clubs may be subject to a variety of federal and state regulations governing the protection and maintenance of employee records. Clubs should consult human resource professionals to establish appropriate policies to safeguard employee records. Nothing in USA Swimming's program should be interpreted as a mandate or warranty in this area.

USA Swimming assumes no responsibility for a club's compliance with this rule or any applicable state, local, or federal duties relating to a club's status as an employer or supervisor of staff, coaches, or volunteers. Compliance with USA Swimming's Program is not a guarantee that a club's pre-employment screening is adequate or complete, and the obligation remains solely on clubs to screen, hire, supervise and manage its employees and volunteers, regardless of their additional status as USA Swimming members.

Requirement

Article 2.6.11 of the USA Swimming Corporate Bylaws requires all member clubs to comply with the USA Swimming Pre-Employment Screening Procedures for New Employees for all new employees who are required to be USA Swimming members under Articles 2.6.6 and 2.6.7 of the USA Swimming Corporate Bylaws.

Required Pre-Employment Screening Procedures

This section describes the required components of the Pre-Employment Screening program. As a condition of membership in USA Swimming, member clubs are required to conduct the following pre-employment screens on their new employees who are required to be USA Swimming members by USA Swimming rules.

- 1) Past Employment Reference Checks or Verifications. Where there have been multiple employers, minimum of the 3 most recent employers.
- 2) Education Verification (highest held)
- 3) State Motor Vehicle Report Examination

The club should carefully review and evaluate the information gathered as part of making a final decision to offer employment to a candidate. The screening process should be completed before the employee is officially hired and begins employment.

Additional Recommended Screening Procedures

In addition to the three screening procedures outlined above, the Pre-Employment Screening program recommends the following additional screening procedures.

- 1) Social Network Search
- 2) Google Media Search

Recommended Providers

USA Swimming has identified nationally recognized companies that can assist clubs with fulfilling the requirements of the Pre-Employment Screening program.

- 1) Frasco Profiles (Burbank, CA)- for required screenings
- 2) Social Intelligence Corp (Santa Barbara, CA)- for recommended screenings

Although recommended by USA Swimming, clubs are not required to use these vendors as there are several options available for implementing the Pre-Employment Screening Program.

- 1) Clubs can choose to work with any of the recommended companies,
- 2) Clubs may also utilize another consumer reporting agency of their choice, or
- 3) Clubs can use a provider to gather some of the information and rely on their own resources for gathering other information. For example, a club might choose to contact employment references themselves while utilizing a vendor to verify education and obtain a motor vehicle report.

Clubs are responsible for complying with applicable laws regarding obtaining an applicant's authorization to request information from various sources to evaluate their suitability for employment at the club. The recommended vendors will provide the necessary consent form.

Program Details

KEY PROGRAM DETAILS

- 1) Effective August 31, 2011, all member clubs must conduct the three required pre-employment screening procedures and may complete the two recommended screens for all new employees who must be non-athlete members of USA Swimming.
- 2) Clubs are responsible for complying with applicable laws regarding obtaining an applicant's authorization to request information from various sources to evaluate their suitability for employment at the club. The recommended vendors will provide the necessary consent form.
- 3) In order to utilize screening services, clubs will establish an account with the screening provider of their choice. USA Swimming is not a party to these transactions.
- 4) Clubs are not required to use one of the recommended service providers.
- 5) Clubs are also not required to contract for services that they would rather perform themselves, subject to applicable regulations governing certain data, such as motor vehicle reports.
- 6) The recommended companies will provide the required screening procedures 'a la carte.' Clubs can order the services of their choice from the vendor of their choice. They also provide access to compliance information and federal- and state-mandated employer obligations.
- 7) As the employer, it is the club's responsibility to evaluate the screening information and utilize that information to make a hiring decision that reflects the club's values and standards. USA Swimming does not mandate employment criteria, evaluate candidates or screening information under this program, or provide advice to clubs regarding their hiring decisions or supervision responsibilities.
- 8) In order to comply with the pre-employment screening program, a club representative must certify on the annual club membership application that the club is conducting pre-employment screening as required by Article 502.6.9 in the USA Swimming rulebook. Failure to certify and sign this section of the club application form will result in the club application being rejected. Misrepresenting that the requirement was completed if it was not may be a violation of Article 304.3.11 of the 2018 USA Swimming Code of Conduct.
- 9) As the employer, clubs may be subject to a variety of federal and state regulations governing the protection and maintenance of employee records. Clubs should consult human resource professionals to establish

appropriate policies to safeguard employee records. Nothing in USA Swimming's program should be interpreted as a mandate or warranty in this area.

- 10) USA Swimming assumes no responsibility for a club's compliance with this rule or any applicable state, local, or federal duties relating to a club's status as an employer or supervisor of staff, coaches, or volunteers. Compliance with USA Swimming's Program is not a guarantee that a club's pre-employment screening is adequate or complete, and the obligation remains solely on clubs to screen, hire, supervise and manage its employees and volunteers, regardless of their additional status as USA Swimming members.

Safe Sport Training for Athletes, Coaches and Parents - Example

USA Swimming makes three types of registered training available to complete the training component of Safe Sport training.

- 1. Monthly Zoom trainings.** The schedule of the meetings is published quarterly and sent to all coaches as soon as is available by the LSC Safe Sport Coordinator. Below is an example of the training schedule.

Parent Training:

- Tuesday, January 19, 2021 at 8 p.m. EST ([REGISTER HERE](#))
- Wednesday, February 17, 2021 at 8 p.m. EST ([REGISTER HERE](#))
- Wednesday, March 17, 2021 at 8 p.m. EST ([REGISTER HERE](#))

Athlete Training (ages 12-18):

- Thursday, January 21, 2021 at 8 p.m. EST ([REGISTER HERE](#))
- Thursday, February 18, 2021 at 8 p.m. EST ([REGISTER HERE](#))
- Thursday, March 18, 2021 at 8 p.m. EST ([REGISTER HERE](#))

Coach Training:

- Friday, January 22, 2021 at 3 p.m. EST ([REGISTER HERE](#))
- Friday, February 19, 2021 at 3 p.m. EST ([REGISTER HERE](#))
- Friday, March 19, 2021 at 3 p.m. EST ([REGISTER HERE](#))

If you cannot attend these trainings, athletes and parents can independently complete trainings using the USA Swimming LEARN platform. Click the link below for more info on Safe Sport trainings!

-
- Attendance at these sessions is limited to 500 participants. The training session will be secured five minutes after start.
 - USA Swimming Safe Sport staff will record attendance and manually update the Club Portal.

- 2. Virtual team meeting.** Host a virtual training. Below is the procedure.

- Schedule a virtual meeting for either parents or athletes to attend.
- Access the USA Swimming LEARN platform via www.usaswimming.org/learn
 - Enter your last name, first name and date of birth into the search parameters boxes. Click "search"
 - Click "Continue" next to your name
 - Click "Go to Learn"
 - Select "Courses" at the top
 - For a parent training, select "Parent's Guide to Misconduct in Sport"
 - For an athlete training, select "Safe Sport for Athletes"
- Conduct a virtual meeting with athletes or parents by sharing your screen and viewing the training course together. When you share your screen, ensure that you also share the sound from your device so those watching can hear the training audio.
- Record attendance. A simple way to do this is to have participants send their name to the training host using a "chat" function.
- Send the attendance record to ssrp@usaswimming.org. the USA Swimming staff will manually update the Club Portal.

Reminder: a virtual meeting with minor athletes is an electronic communication and the Minor Athlete Abuse Prevention Policy (MAAPP) requirements apply

- If you are meeting with only one athlete, that athlete's guardian/parent must also be included.
- If you are meeting with multiple athletes, another adult must also be included.
- The meeting must be held between the hours of 8:00 am and 8:00 pm.

[Note: USA Swimming secured Zoom "Enterprise" licenses for USA Swimming clubs for a 90-day period. Access requests should be sent to Paula D'Amico at pdamico@usaswimming.org. For information on how to

secure a Zoom meeting go to <https://www.usaswimming.org/news-landing-page/2020/04/07/how-to-secure-your-team's-zoom-meetings>].

- 3. USA Swimming LEARN Platform.** Athletes and parents can independently complete the training sessions using the USA Swimming LEARN platform.

For athletes:

- Visit www.usaswimming.org/learn
- Enter your last name, first name and date of birth into the search parameters boxes. Click 'Search'.
- Click "Continue" next to your name.
- Click "Go to Learn".
- Select "Courses" at the top.
- For athletes ages 12-18, click on the Safe Sport for Athletes course and complete the course using the prompts.
- For athletes over the age of 18, click on Safe Sport Training for Adult Athletes.

For parents:

- Visit www.usaswimming.org/learn
- Click "Register".
- Click "Create Account" in the Non-Member Access box.
- Follow the prompts to register an account.
- Click "Courses".
- In Parent's Guide to Misconduct in Sport, select "Add to Cart".
- Click "Checkout".
- Enter the requested billing address information and click "Order". [Note: the course is free.]
- Click "Dashboard".
- Select the Parent's Guide to Misconduct in Sport course to start.
- Complete the course using the prompts.

Conversation Programs - Coaching Boys into Men and Athletes as Leaders

After completing the on-line training, these two programs for males and females can be presented. Introductory letters, program information and the programs themselves follow.

Sexual, physical and emotional abuse have no place in our sport. A great way to prevent any kind of abuse is to simple talk ... have the conversation. Talk about the kind of culture you have or want to have on your team. Talk about behaviors that are acceptable and not acceptable, and what steps someone should take to stop the inappropriate behavior and get help from a trusted adult.

How it works

Coaches conduct a brief weekly (or monthly if that works better) conversation with athletes using the Safe Sport Coaching Boys into Men (CBIM) cards or Athletes as Leaders scenarios. The full curriculum is available for free. CBIM's curriculum (<https://www.coachescorner.org>) is meant for male coaches to do with the male identified athletes 12+, and Athletes as Leaders curriculum (<https://www.athletesasleaders.org/the-program>) is meant for female coaches or team mentors to do with their female identified athletes 12+.

Both curriculum provide all the language and questions to ask your swimmers. There are discussion points and wrap up notes to every scenario that will also assist you in your conversations.

[Note: Athletes as Leaders requires that you or your athletes have access to watch videos on the internet.]

What happens next

Once you've complete the programs, you can still have valuable conversations.

- Revisit specific scenarios if a break in culture occurs on your team.
- Have older athletes lead conversations, which promotes leadership and buy in.
- As the team changes, athletes graduate, get older and mature, or new athletes join, start the program over. Conversations change as our teams change and evolve.
- If you are looking for scenarios to use with your younger athletes, reference any of our past Safe Sport Monday scenario's above or use the U.S. Center for SafeSport's age specific training which you can access at <https://athletesafety.org>

The lesson plan for these courses is included the Appendix of this booklet.

Sample introductory letter to parents - for Conversation Programs

[School and/or club logo]

Dear Parents and Caregivers,

We have an exciting partnership with [Name of school/agency] that will benefit our athletes and the larger community. [Mention any explanation of the funding that supports it.] We want to be clear that this is not because of any individual concern or incident at your child's team. This is part of an LSC-wide effort to become more proactive in preventing sexual harassment, sexual assault, and dating abuse, regardless of where it happens.

You are receiving this letter because you have a child engaged in sports. Your child's team will participate in this project this season, and the athletes will be receiving brief, weekly sessions as described below.

The Program for Boy' Athletics:

- Curriculum: "Coaching Boys into Men," published by Futures without Violence
- How it works: Coaches receive one 2-hour training, then facilitate 12 sessions with athletes (15-20 minutes per session).
- Topics: Personal responsibility, appropriate language, respecting women and girls, consent, handling anger, communication, relationship abuse and healthy relationships, how to speak up and model respect.
- For more information, and to watch a short video, visit: www.CoachesCorner.org.

The Program for Girls' Athletics:

- Curriculum: "Athletes as Leaders," published by Harborview Medical Center.
- How it works: A mentor facilitates 10 sessions with athletes (20 minutes per session). Coaches also receive training and support the program.
- Topics: Rumor spreading, relationship abuse and healthy relationships, body image, challenging harmful gender stereotypes, consent, how to speak up and model respect.
- For more information, and to watch a short video, visit: www.AthletesAsLeaders.org.

In both programs, athletes receive training how to be leaders in their community. They are encouraged to help make a team climate that is safe and welcoming for all people. They will discuss situations where they can speak up about problems such as bullying, harassment, discrimination, dating violence, and sexual assault. They will learn to see themselves as leaders on the team who treat others with respect, empathy, and fairness.

If you have any questions or concerns about your student athlete receiving this program, please contact your head coach or [team name] (contact information below).

Thank you for supporting student athletes to promote healthy relationships and become leaders in their community.

Contact information:

[Insert head coach name and contact info]

[Insert advocate name and contact info]

Model Policies

MAAPP

Minor Athlete Abuse Prevention Policy of [Club Name / Date]

[Last Reviewed on September 23, 2020]

THIS POLICY APPLIES TO:

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g., meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over minor athletes.

GENERAL REQUIREMENT

USA Swimming member clubs and LSCs are required to implement this Minor Athlete Abuse Prevention Policy in full. The Minor Athlete Abuse Prevention Policy must be reviewed and agreed to in writing by all athletes, parents, coaches and other non-athlete members of member clubs on an annual basis with such written agreement to be retained by the club.

ONE-ON-ONE INTERACTIONS

I. Observable and Interruptible

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must occur at an observable and interruptible distance from another adult unless meeting with a Mental Health Care Professional and/or Health Care Provider (see below) or under emergency circumstances.

II. Meetings

- a. Meetings between a minor athlete and an Applicable Adult may only occur if another adult is present and where interactions can be easily observed and at an interruptible distance from another adult, except under emergency circumstances.
- b. If a one-on-one meeting takes place, the door to the room must remain unlocked and open. If available, it must occur in a room that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- c. Meetings must not be conducted in an Applicable Adult or athlete's hotel room or other overnight lodging location during team travel.

III. Meetings with Mental Health Care Professionals and/or Health Care Providers

If a Mental Health Care Professional and/or Health Care Provider meets with a minor athlete in conjunction with participation, including at practice or competition sites, a closed-door meeting may be permitted to protect patient privacy provided that:

- a. The door remains unlocked;
- b. Another adult is present at the facility;
- c. The other adult is advised that a closed-door meeting is occurring; and
- d. Written legal guardian consent is obtained in advance by the Mental Health Care Professional and/or Health Care Provider, with a copy provided to the Club Name.

IV. [Recommended] Individual Training Sessions

Individual training sessions outside of the regular course of training and practice between Applicable Adults and minor athletes are permitted if the training session is observable and interruptible by another adult. Legal guardians must be allowed to observe the training session.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

I. Content

All electronic communication from Applicable Adults to minor athletes must be professional in nature.

II. Open and Transparent

Absent emergency circumstances, if an Applicable Adult with authority over minor athletes needs to communicate directly with a minor athlete via electronic communications (including social media), the minor athlete's legal guardian must be copied. If a minor athlete communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult must copy the minor athlete's legal guardian on any electronic communication response to the minor athlete.

When an Applicable Adult with authority over minor athletes communicates electronically to the entire team, said Applicable Adult must copy another adult.

III. Requests to Discontinue

Legal guardians may request in writing that their minor athlete not be contacted through any form of electronic communication by [Club Name], LSC or by an Applicable Adult subject to this Policy. The organization must abide by any such request that the minor athlete not be contacted via electronic communication, or included in any social media post, absent emergency circumstances.

IV. Hours

Electronic communications must only be sent between the hours of 8:00 a.m. and 8:00 p.m., unless emergency circumstances exist, or during competition travel.

V. Prohibited Electronic Communication

Applicable Adults with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Applicable Adults are not permitted to accept new personal page requests on social media platforms from minor athletes, unless the Applicable Adult has a fan page, or the contact is deemed as celebrity contact as opposed to regular contact. Existing social media connections with minor athletes must be discontinued. Minor athletes may "friend" [Club Name] and/or LSC's official page.

Applicable Adults with authority over minor athletes must not send private, instant or direct messages to a minor athlete through social media platforms.

TRAVEL

I. Local Travel

Local travel consists of travel to training, practice and competition that occurs locally and does not include coordinated overnight stay(s).

Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless otherwise agreed to in writing by the minor athlete's legal guardian.

[Recommended] Legal guardians must pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

II. Team Travel

Team travel is travel to a competition or other team activity that the organization plans and supervises.

- a. During team travel, when doing room checks two-deep leadership (two Applicable Adults should be present) and observable and interruptible environments must be maintained.

When only one Applicable Adult and one minor athlete travel to a competition, the minor athlete's legal guardian must provide written permission in advance and for each competition for the minor athlete to travel alone with said Applicable Adult.

Team Managers and Chaperones who travel with [Club Name] or LSC must be USA Swimming members in good standing.

- b. Unrelated Applicable Adults must not share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete. Minor athletes should be paired to share hotel rooms or other sleeping arrangements with other minor athletes of the same gender and of similar age.
- c. Meetings during team travel must be conducted consistent with the One-on-One Interactions section of this Policy (i.e., any such meeting must be observable and interruptible). Meetings must not be conducted in an individual's hotel room or other overnight sleeping location.

LOCKER ROOMS AND CHANGING AREAS

I. Requirement to Use Locker Room or Changing Area

The designated locker room or changing area must be used when an athlete or Applicable Adult changes, in whole or in part, into or out of a swimsuit when wearing just one suit (e.g., deck changing is prohibited).

II. Use of Recording Devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces by a minor athlete or an Applicable Adult is prohibited.

III. Undress

An unrelated Applicable Adult must not expose his or her breasts, buttocks, groin or genitals to a minor athlete under any circumstance. An unrelated Applicable Adult must not request an unrelated minor athlete to expose the minor athlete's breasts, buttocks, groin or genitals to the unrelated Applicable Adult under any circumstance.

IV. One-on-One Interactions

Except for athletes on the same team or athletes attending the same competition, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. If the organization is using a facility that only has a single locker room or changing area, separate times for use by Applicable Adults must be designated.

V. Monitoring

[Club Name] must regularly and randomly monitor the use of locker rooms and changing areas to ensure compliance with this Policy. Locker rooms and changing areas may be monitored by use of the following methods:

- a. Conducting a sweep of the locker room or changing area before athletes arrive;
- b. Posting staff directly outside the locker room or changing area during periods of use;
- c. Leaving the doors open when adequate privacy is still possible; and/or
- d. Making occasional sweeps of the locker rooms or changing areas with women checking on female locker rooms and men checking on male locker rooms.

Every effort must be made to recognize when a minor athlete goes to the locker room or changing area during practice and competition, and, if the minor athlete does not return in a timely fashion, to check on the minor athlete's whereabouts.

VI. Legal Guardians in Locker Rooms or Changing Areas

Legal guardians are discouraged from entering locker rooms and changing areas. If a legal guardian does enter a locker room or changing area, it must only be a same-sex legal guardian and the legal guardian should notify a coach or administrator in advance.

MASSAGES AND RUBDOWNS/ATHLETE TRAINING MODALITIES

I. Definition: In this section, the term "Massage" refers to any massage, rubdown, athletic training modality including physical modalities (e.g., stretching, physical manipulation, injury rehabilitation, etc.) and electronic or instrument assisted modalities (e.g., stim treatment, dry needling, cupping, etc.).

II. General Requirement

Any Massage performed on an athlete must be conducted in an open and interruptible location and must be performed by a licensed massage therapist or other certified professional. However, even if a coach is a licensed massage therapist, the coach must not perform a rubdown or massage of an athlete under any circumstance.

III. Additional Minor Athlete Requirements

- a. Written consent by a legal guardian must be obtained in advance by the licensed massage therapist or other certified professional, with a copy provided to [Club Name].
- b. Legal guardians must be allowed to observe the Massage.
- c. Any Massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage in the room.
- d. [Recommended] Any Massage of a minor athlete must only occur after a proper diagnosis from a treating physician and be done in the course of care according to the physician's treatment plan.

Acknowledgement of MAAPP Policy

SAMPLE WRITTEN ACKNOWLEDGEMENT OF POLICY

[Insert club name and/or logo]

I acknowledge that I have received, read and understood the Minor Athlete Abuse Prevention Policy and/or that the Policy has been explained to me or my family. I further acknowledge and understand that agreeing to comply with the contents of this Policy is a condition of my membership with (USA Swimming member club).

Name: _____

Signature: _____

Date: _____

Model Policy: Action Plan to Address Bullying

The following is a model procedure to implement the USA Swimming rule prohibiting bullying, which is provided to assist USA Swimming member clubs in developing their own procedure. USA Swimming clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. If a club chooses not to, or is unable to, create a written action plan, the following model plan will become the default plan for that club, and the club will be expected to implement these procedures when reports of bullying are made. Once a customized plan is developed and approved by your club, the default plan will no longer apply. Each member club has the responsibility to approve and implement its action plan.

Action Plan of the [insert name of the club] to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at [insert the name of the club] (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all board members, coaches, parents and swimmers a good understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make how to report bullying clear and understandable.
5. To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress.

The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

- i. causing physical or emotional harm to the other member or damage to the other member's property;
- ii. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
- iii. creating a hostile environment for the other member at any USA Swimming activity;
- iv. infringing on the rights of the other member at any USA Swimming activity; or
- v. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;

- Write a letter or email to the Club Coach, Board Member, or other designated individual;
- Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we STOP BULLYING ON THE SPOT using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by FINDING OUT WHAT HAPPENED and SUPPORTING THE KIDS INVOLVED using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we get the facts.
 - a. Keep all the involved children separate.
 - b. Get the story from several sources, both adults and kids.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.
 - e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. Collect all available information.
2. Then, we determine if it's bullying. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.
 - a. Review the USA Swimming definition of bullying;
 - b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
 - d. Once you have determined if the situation is bullying, support all of the kids involved.

SUPPORTING THE KIDS INVOLVED

3. Support the kids who are being bullied
 - a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
 - b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:

- i. Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Club and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
 - c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.
- 4. Address bullying behavior
 - a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
- 5. Support bystanders who witness bullying. Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
 - a. Be a friend to the person being bullied;
 - b. Tell a trusted adult – your parent, coach, or club board member;
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Model Policy: Permission for Team Travel

The following is a model travel policy, provided to assist USA Swimming member clubs in developing their own policies. Club and LSC travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. If a club or LSC chooses not to, or is unable to create a written and approved set of travel policies, Sections 1 and 2 of the enclosed Travel Policies will become the default travel policies for that team or LSC. Once a customized set of policies is developed and approved by your club or LSC, the default policies will no longer apply. Each member club and LSC has the responsibility for approval and implementation of a set of travel policies.

Team Travel Policy for [insert name of club]

Purpose: Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new changing areas, locker rooms, workout facilities, automobiles and hotel rooms – is less structured and less familiar.

Team Travel is defined as overnight travel to a swim meet or other team activity that is planned and supervised by the club or LSC.

Section 1 - USA Swimming Required Policies

Club and LSC travel policies must include these policies. These items are Code of Conduct stipulations in the USA Swimming Rulebook.

- a. Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club. (305.5.D)
- b. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check. (305.5.B)
- c. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that particular athlete). (305.5.A)
- d. When only one athlete and one coach travel to a competition, the athlete must have his/her parents' (or legal guardian's) written permission in advance to travel alone with the coach. (305.5C)Z

Section 2 - Recommended Policies

- a. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
- b. Athletes should not ride in a coach's vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
- c. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents (or legal guardian).
- d. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
- e. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms and no female athletes in male athlete's rooms (unless the other athlete is a sibling or spouse of that particular athlete).
- f. A copy of the Club Code of Conduct must be signed by the athlete and his/her parent or legal guardian

- g. Team or LSC officials should obtain a signed Liability Release and/or Indemnification Form for each athlete.
- h. Team or LSC officials should carry a signed Medical Consent or Authorization to Treat Form for each athlete.
- i. Curfews shall be established by the team or LSC staff each day of the trip.
- j. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the head coach or his/her designee.
- k. The directions & decisions of coaches/chaperones are final.
- l. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- m. When visiting public places such as shopping malls, movie theaters, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
- n. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the appropriate club or LSC leadership and the parent or legal guardian of any affected minor athlete.

Section 3 - Other Policies to Consider

The following, organized by topic, is a bullet-point list of additional travel policies to consider. Teams and LSCs may want to utilize some of these policies based on their individual preferences and needs.

Safety

- a. Additional guidelines to be established as needed by the coaches;
- b. Supervised team room provided for relaxation and recreation;
- c. Respect the privacy of each other;
- d. Only use hotel rooms with interior entrances; and
- e. Must wear seat belts and remain seated in vehicles;

Behavior

- a. Be quiet and respect the rights of teammates and others in hotel;
- b. Be prompt and on time;
- c. Develop cell phone usage guidelines;
- d. Develop computer use guidelines including social media;
- e. Respect travel vehicles;
- f. Establish travel dress code;
- g. Use appropriate behavior in public facilities;
- h. Establish two different curfews – in own rooms and lights out;
- i. Must stay in assigned hotel room; and
- j. Needs and wellbeing of the team come first.

Financial

- a. No room service without permission;
- b. Swimmers responsible for all incidental charges;

- c. Swimmers responsible for any damages or thievery at hotel;
- d. Must participate in contracted group meals; and
- e. Communicate travel reimbursement information and policies.

General

- a. Establish fair trip eligibility requirements;
- b. Establish age guidelines for travel trips;
- c. Parent(s) responsible for getting swimmer(s) to stated departure point; and
- d. Requirements for families to attend "Team Travel Meets."

Model Policy: Locker Room

The following is a model procedure provided to assist USA Swimming member clubs who wish to develop a locker room monitoring procedure. Locker room monitoring policies are not required by the Safe Sport Program, but clubs who wish to implement one may use the following as a resource.

LOCKER ROOM POLICY OF *[Name of club]*

PURPOSE

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

FACILITIES

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: *[Provide practice facility location here]*.

This location has: *[Use this space to describe the locker rooms at your practice facility]*. Sample locker room descriptions:

- (a) No locker room or changing facilities. Swimmers will be expected to come dressed for practice and to change and shower at home.
- (b) A changing area that is shared with the general public. As such, there are likely to be people who are not associated with *[name of club]* in the changing area around the time of practice.
- (c) A changing area and locker room dedicated to our swimmers.

MONITORING

General Policy Considerations

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let the coach or administrator know about this in advance.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

Possible Policy - Option 1

[Name of club] has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and meets). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make swimmers uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before athletes arrive, post *[staff, coach, parent, other adult]* directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. *[Staff, coach, parent, other adult]* conducts regular sweeps inside locker rooms as well, with women checking on female locker rooms, and men checking on male locker rooms.

Possible Policy - Option 2

[Name of club] has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post *[staff, coach, parent, other adult]* inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. *[Staff, coach, parent, other adult]* conduct these sweeps, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The USA Swimming Athlete Protection Policies prohibit the use of such devices in the locker room or other changing area:

305.3 Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

Model Policy: Photography

MODEL PHOTOGRAPHY POLICIES

The following is a model procedure provided to assist USA Swimming member clubs who wish to develop a club photography policy. A club photography policy is not required by the Safe Sport Program, but clubs who wish to implement one may use the following as a resource.

PURPOSE

There has been much talk about whether it is safe to have images taken of children participating in sports. While the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

PHOTOGRAPHY POLICY OF *[Name of club]*

SUGGESTED POLICIES

The publishing of a photograph of a swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("publication") should only be done with parents' consent per the attached form.

1. A parent or guardian has a right of refuse to have children photographed. The exercise of this right of refusal cannot be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should receive parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.
2. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet information. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualized image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimsuit.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit a child climbing out of the swimming pool.
- Photographs should not be taken in locker-rooms or bathrooms.

Sample Photography Consent Form

[Club] may wish to take photographs (individual and in groups) of swimmers under the age of 18 that may include your child during their membership in the club. All photos will be taken and published in line with club policy. The club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/caregiver of _____

I allow the following:

- Take photographs to use on the club's secure website

Consent given Consent refused

- Take photographs to include with newspaper articles

Consent given Consent refused

- Take photographs to use on club notice boards

Consent given Consent refused

- Video for training purposes only

Consent given Consent refused

Signed: _____

Dated: _____

Please return this form to: _____

Model: Grievance Procedure

MODEL GRIEVANCE PROCEDURE

USA Swimming member clubs are expected to establish their own grievance procedure. The following is intended to serve as an example from which clubs can build a club grievance procedure.

[Name of club] Grievance Procedure

The **[insert name of club]** Grievance Procedure provides swimmers, parents, coaches, club leaders and employees a system to address and report grievances in a productive, systematic way. Following these Procedures provides the appropriate parties a means to properly investigate, intervene, and take disciplinary action when needed.

WHERE TO REPORT:

For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication through social media:

- U.S. Center for SafeSport: 720-524-5640 or <https://safesport.i-sight.com/portal>

For issues dealing with physical abuse, emotional abuse, criminal charges and the use, sale or distribution of illegal drugs:

- USA Swimming Safe Sport: safesport@usaswimming.org or <https://fs22.formsite.com/usaswimming/form10/index.html>

For issues dealing with known or suspected child abuse:

- [Provide contact for local law enforcement and/or other state required agency.]

For issues dealing with peer-to-peer bullying, coach-athlete bullying, parent issues, violations of the [name of club] Code of Conduct and violations of the Minor Athlete Abuse Prevention Policy.

- These issues are handled at the club level following the procedures outlined below.

For parent-owned clubs and coach-owned clubs with a governing board:

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the **[insert name of club]** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the **[insert name of the club]** Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the **[insert name of the club]** Board of Directors is notified of the complaint and will participate in assessing behavior.

Regarding Conduct of Head Coach – Notify the **[insert name of the club]** Board President

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the President of the Board of Directors of this violation. This complaint should be made in person or in writing. If the President is not immediately available, this complaint may be presented to any member of the Board of Directors, with notification made in writing to the President. This complaint will be subject to review and discussion by the full Board of Directors.

Regarding Board of Director Member Conduct - Notify the **[insert name of the club]** Board President

- Should a parent or swimmer feel a Director's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Board President of this violation in person or in writing. If the Board President is the Director whose conduct is in question, the Board Vice President should be notified in writing or in person *instead of* the Board President. This complaint will be reviewed and discussed by the full Board of Directors.

Regarding Parent or Swim Official Conduct - Notify the Head Coach and Board President

- Should a parent or swimmer feel another **[insert name of the club]** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach and Board President of this violation in person or in writing. This complaint will be reviewed and discussed by the full Board of Directors.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

*The Board of Directors have the authority to impose penalties for infractions of the **[insert name of the club]** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and/or **[insert name of the club]** Board of Directors and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **[insert team name]** grievance procedure form.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. **Consequences will be given and disciplinary action will be taken, if appropriate.** These consequences and disciplinary actions will be decided using the following general guidelines:
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

For coach-owned clubs without a governing board:

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the **[insert name of club]** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing. Coaches will ensure the **[insert name of the club]** head coach is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the **[insert name of the club]** club owner is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach – Notify the **[insert name of the club]** – contact [another coach or the club governing board, as applicable]*

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the [another coach or the club governing board, as applicable] of this violation. This complaint should be made in person or in writing.

Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another **[insert name of the club]** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

Note: With the exception of issues, which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

*The Head Coach has the authority to impose penalties for infractions of the **[insert name of the club]** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **[insert team name]** grievance procedure form.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. **Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:**
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

For institution owned clubs:

WHOM TO NOTIFY OF A GRIEVANCE (Chain of Command)

Regarding the Conduct of a Swimmer - Contact the swimmer's coach.

- Should a parent or swimmer feel another swimmer's conduct is inappropriate or violates the **[insert name of club]** Code of Conduct, the parent/swimmer should discuss these concerns with the coach of the swimmer responsible for the violation (Responsible Coach). This complaint should be made in person or in writing.

Coaches will ensure the **[insert name of the club]** head coach is notified of the complaint and will participate in assessing behavior.

Regarding the Conduct of an Assistant or Age Group Coach - Contact the Head Coach

- Should a parent or swimmer feel an Assistant or Age Group Coach's conduct is inappropriate or in violation of any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation. This complaint should be made in person or in writing. The Head Coach will ensure that the **[insert name of the club]** club owner is notified of the complaint and will participate in assessing behavior.

*Regarding Conduct of Head Coach – Notify the **[insert name of the club]** – contact [appropriate institutional authority]*

- Should a parent or swimmer feel the Head Coach's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify [appropriate institutional authority] of this violation. This complaint should be made in person or in writing.

Regarding Parent or Official Conduct - Notify the Head Coach

- Should a parent or swimmer feel another **[insert name of the club]** parent's or an official's conduct is inappropriate or violates any Club policies or procedures, the parent/swimmer should notify the Head Coach of this violation in person or in writing.

Note: With the exception of issues which immediately affect the health and safety of swimmers, all matters should be discussed before or after a coaching session, as coaches should not be expected to deal with issues during water time.

HOW GRIEVANCES WILL BE HANDLED

*The Head Coach has the authority to impose penalties for infractions of the **[insert name of the club]** Athlete, Parent and Coach Codes of Conduct or any behavior(s) they deem not conducive to the best interests of the Club or other swimmers. Consequences are at the sole discretion of the coaches and may include, but aren't limited to, verbal warnings, dismissal from practice, contacting parents, temporary suspension from club activities and expulsion. Involved parties will be informed of the processes and range of potential consequences. The U.S. Center for SafeSport, USA Swimming and local law enforcement (if applicable) will be contacted within 24 hours if a coach, parent, or swimmer violates the SafeSport Code for the U.S. Olympic and Paralympic Movements, the USA Swimming Code of Conduct, Athlete Protection Policy, or local laws.*

1. **Gathering Information:** The appropriate individuals will contact the person who filed the grievance, and the person against whom the grievance is being filed, to ask questions about what happened. In addition, other witnesses may be contacted for more information. All information will be recorded on the **[insert team name]** grievance procedure form.
2. **Assessing Behavior:** The behavior of the person(s) against which the grievance was brought, will be assessed using club policies and facility rules, USA Swimming Code of Conduct, USA Swimming Safe Sport policies, as well as applicable local and state laws.
3. **Consequences will be given and disciplinary action will be taken, if appropriate. These consequences and disciplinary actions will be decided using the following general guidelines:**
 - a. Nature of the misconduct
 - b. Severity of the misconduct
 - c. Prior disciplinary actions
 - d. Adverse effect of the misconduct
 - e. Application of the Code of Conduct

Peer-to-Peer Resource Guide

This guide is designed to assist USA Swimming clubs when peer-to-peer incidents or inappropriate sexual expression/curiosity occur. This guide will provide information to assist coaches, boards of directors and other club personnel in promoting and maintaining a safe and respectful environment for all participants. This guide may not cover every situation but it is designed to provide direction. For specific questions, contact USA Swimming Safe Sport staff at (719) 866-4578.

Peer to peer incidents can include sexual bullying situations such as: a child snapping another's suit, making sexual jokes, peeping in the locker rooms, simulating sexual acts etc. It is often difficult to know how to best handle these situations and such incidents must be addressed quickly, compassionately, and responsibly. In order to assist clubs with this challenging task, USA Swimming has created a Safety Plan Worksheet. The goal of a safety plan is to address a child's inappropriate behavior without labeling or removing the child from the activity. For a safety plan to be effective, the club's leadership and the parents/guardians of the child in question must agree to actively supervise the child according to the agreements made in the plan.

Be Prepared - Know What You'll Do if an Incident Occurs

The team should proactively determine how complaints will be handled when an issue such as peer to peer incidents comes up. Here is a sample process:

1. The inappropriate situation is reported, and all necessary members of the leadership team (i.e., Head Coach and/or Board President) are notified.
2. Depending upon the nature, severity, and ages of children involved, you may be required to report the incident to local law enforcement. USA Swimming can assist you with this.
3. The parents or guardians of the children involved are all notified of the situation.
4. The leadership team meets with the targeted child and his/her parent/guardian to understand their wishes and explain the next steps.
5. The leadership team meets with the aggressor child and his/her parent/guardian to discuss the situation and develop a safety plan.
6. Copies of the safety plan are distributed to all parties for their reference.

Respond Responsibly - How to Develop a Safety Plan

There are a number of steps that should be covered when developing a safety plan

1. Ask the child to describe the problematic behavior and the impact such behavior has on the other child and teammates.
2. Identify the child's motivation and find out what made him/her act out in this manner.
3. Explain the behavioral expectations for the child to remain on the team.
4. Identify specific risk areas and help the child control his/her behavior.
5. Demonstrate respect for both parties, and express belief in the aggressor child's ability to control his/her behavior.

It is very important throughout the development of the safety plan that the thoughts and feelings of both the aggressor child and the targeted child are considered. Responsibility and accountability are key components to supervision. Using statements of thoughts, feelings and lessons that have been learned when completing a safety plan are more effective and helps increase accountability. Expectations and consequences should be clear and realistic.

The safety plan is an accountability tool and should include consequences for behavior that violates the plan. Consequences should be discussed in conjunction with behavioral expectations and clearly articulated to the child and his/her parent/guardian during the safety planning meeting. Consider using a progressive discipline approach up to and including termination from the team.

A safety plan is made official by a statement of agreement. The statement of agreement includes all those parties involved in the development and implementation of the safety plan – club leadership, coach(es), parent/

guardian, and athlete. It should also specify the duration of the safety plan and a short description of the progress review when the safety plan reaches its end date.

Safe supervision is the focus of how to work with children who have behaved inappropriately around their peers. Through a structured safety plan, the goal is to prevent future abusive situations from happening while emphasizing an educational approach that in most instances can allow the child who demonstrated inappropriate behavior to remain on the team and learn to make better choices in the future.

Safety Plan Worksheet

This worksheet should be completed together with the aggressor child and his/her parents. Explain to the child that he/she has exhibited concerning behavior but you believe they know the right behavior. A safety plan is a tool to help the child demonstrate appropriate behavior. Explain to the child and his/her parents that the safety plan is private but not confidential – the coaches/administration who work closely with the child will be made aware of the safety plan. The target and his/her parents will also be made aware of the safety plan.

At the conclusion of the meeting, everyone will agree to and sign the safety plan. If all parties are unable to agree on the safety plan, the outcome will be:

- Suspension from the team
- New Practice Group Assignment
- Other disciplinary measure: _____

Date of Meeting and Attendees:

Step 1: Identify Problematic Behavior

Describe the incident(s). Ask the aggressor to describe the incident in his/her own words:

Does the child understand why his/her behavior is problematic? Does the child understand the impact his/her behavior had on the other child/children involved? Record his/her understanding (in child's own words) here:

What are the wishes/concerns of the targeted child? How did the child's behavior impact the targeted child? (Ask the targeted child or the parent/guardian of the child before the safety planning meeting. The targeted child and his/her parent do not need to attend the safety planning meeting)

Step 2: Identify Wishes of the Child/Children's Parents:

Check all that apply or fill in stated wishes of the aggressor child and his/her parents.

- That I can continue to practice and compete with [CLUB]

- For all athletes of [CLUB], including me, to be safe at practices and meets
- _____
- _____
- _____

Step 3: Identify Appropriate and Expected Behavior from CHILD:

Include here your club's Code of Conduct. Include any additional specific behavioral expectations you have for this child relative to the incident(s). Discuss this with the child and his/her parents during your meeting.

Step 4: Safety Planning

Identify risk areas and how the child/club will handle each risk area.

Locker Rooms

CHILD uses the locker rooms: ___ Yes ___ No

How will the child use the locker room going forward?

- No locker room privileges – the child will come and go from practice in his/her swim suit. Parent is responsible for weather appropriate clothing.
- No locker room privileges – the child may use the [identify appropriate and available private bathroom at facility] only. Child [does] or [does not] need supervision to use this locker room.
- Child can use the locker room under the supervision of his/her parent.
- Child will use the [designated bathroom] if he/she has to go to the bathroom during practice. Child [does] or [does not] need supervision to use this bathroom.
- _____

Travel Meets

CHILD participates in travel meets: ___ Yes ___ No

How will child travel to away meets going forward?

- Parent/guardian is responsible for supervision during travel and lodging. Child cannot travel or stay overnight without the supervision of a parent/guardian.
- Child can travel with the team (car/plane) but parent is responsible for own lodging. Child cannot stay overnight unsupervised.
- Child can travel and stay with the team if parent is serving as a chaperone on the travel trip.
- Child can travel with the team and share a room with like aged children
- _____
- _____

Teammates

How will child interact with his/her teammates?

During practice:

After practice:

How will the child interact with younger teammates/children?

During practice:

After practice:

Supervision: Identify one or more adults who know about the child's risky behavior and his/her restrictions and can be actively involved in helping the child stay in safe situations. This adult(s) should be someone known to and trusted by the child.

Name: _____ Phone: _____

Name: _____ Phone: _____

What is the nature of the supervision? Example: Parent/babysitter attends practice every day; coach (not actively coaching) willing to keep an eye on child. Describe the supervision here.

Step 5: Agreement

We agree to this Safety Plan and supporting [child's name] as described above. This safety plan will be in effect until [DATE] at which time we will review the child's progress and evaluate if privileges can be restored.

Athlete: _____

Head Coach: _____

Child's Group Coach: _____

Parent/Guardian: _____

Parent/Guardian: _____

Other Supervisory Adult: _____

Date Effective: _____

Date Progress Reviewed: _____

Written Permissions

Model Policy: Permission for Licensed Massage Therapist or Other Certified Professional or Health Care Provider to Treat a Minor Athlete

[Insert club name and/or logo]

PERMISSION FOR A LICENSED MASSAGE THERAPIST OR OTHER CERTIFIED PROFESSIONAL OR HEALTH CARE PROVIDER TO TREAT A MINOR ATHLETE

I, _____, legal guardian of _____,

a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse

Prevention Policy for _____ to provide a massage, rubdown
(massage therapist or other certified professional)

and/or athletic training modality on _____ on _____
(minor athlete) (date)

at _____.
(location)

The massage, rubdown or athletic training modality must be done with at least one other adult present in the room and must never be done with only _____
(minor athlete)

and _____ in the room. I acknowledge that I have the
(massage therapist or other certified professional)

right to observe the massage, rubdown or athletic training modality. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

Model Policy: Written Permission for an Unrelated Adult Athlete to Share the Same Hotel, Sleeping Arrangement or Overnight Lodging Location with Minor Athlete

[Insert club name and/or logo]

I, _____, legal guardian of _____,

a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse

Prevention Policy for _____, to stay in the same hotel room of,
(minor athlete)

or share a sleeping arrangement or other overnight lodging location with _____
(unrelated adult athlete)

_____ at _____
(location of hotel room or other overnight lodging location)

from _____ to _____. I further acknowledge
(dates of applicable rooming arrangement)

that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

Model Policy: Permission for an Unrelated Applicable Adult to Provide Local Transportation to Minor Athlete

[Insert club name and/or logo]

I, _____, legal guardian of _____,

a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse

Prevention Policy for _____, to provide local vehicle
(unrelated applicable adult)

transportation to _____ to _____
(minor athlete)

_____ on
(destination)

_____ at _____ and further
(date(s)) (approximate time)

acknowledge that this written permission is valid only for the transportation on the specified date and to the specified location.

Legal Guardian Signature: _____

Date: _____

Model Policy: Written Permission for and Unrelated Applicable Adult to Travel to Competition Alone with Minor Athlete

[Insert club name and/or logo]

I, _____, legal guardian of _____,
a minor athlete, give express written permission, and grant an exception to the Minor Athlete Abuse

Prevention Policy for _____, to travel with
(minor athlete)

_____ from _____ to
(applicable adult) (point of origin)

_____ to attend the _____
(destination) (name of competition)

from _____ to _____. I acknowledge that

_____ cannot share a hotel room, sleeping
(minor athlete)

arrangement or other overnight lodging location with _____
(applicable adult)

at any time. I further acknowledge that this written permission is valid only for the dates and location specified herein.

Legal Guardian Signature: _____

Date: _____

Language for Meets

Language for Meet Information

In your meet announcement you should mention MAAPP. The following is USA Swimming approved language:

Option 1:

Option 2:

All applicable adults participating in or associated with this meet, acknowledge that they are subject to the provisions of the USA Swimming Minor Athlete Abuse Prevention Policy ("MAAPP"), and that they understand that compliance with the MAAPP policy is a condition of participation in the conduct of this competition.

Current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy ("MAAPP"), will govern this meet.

Language for Briefings at Meets

Meet briefings are a great way to talk about Safe Sport and the new MAAPP requirements. This might be the first time that someone has heard about MAAPP and the fact that they are held to its expectations during the meet. The language below is approved for you to use in those briefings or include on additional information you give to volunteers.

Officials and timers briefing:

- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy.
- Make sure all interactions with athletes are observable and interruptible.
- Deck changing is prohibited. Report instances of deck changing to the meet referee/meet director.
- [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when it occurred through no fault of your own. Separate times have been delegated for your use.
- [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.

Coaches briefing:

- This meet is conducted according to current USA Swimming Rules, including the Minor Athlete Abuse Prevention Policy.
- Make sure all interactions with athletes are observable and interruptible, including any meetings you have in between races or sessions.
- Deck changing is prohibited. Make sure you tell all your athletes this. If they are seen deck changing you can expect that someone will come and remind them or you as their coach of this expectation.
- Remind your athletes of appropriate behavior in the locker room. Be sure to include that the use of any devices that record or take photos are prohibited in the locker room and changing areas.
- [IF ONLY ONE LOCKER ROOM/RESTROOM] Make sure you are not alone with an athlete in the locker room, including to use the restroom. Be proactive and tell the meet director immediately if this happens, even when no fault of your own. Separate times have been delegated for your use.
- [IF MULTIPLE FACILITIES] There is a separate locker room/restroom for athletes and all other adults. Make sure that you are only using the facility marked for you.
- As a reminder, coaches are not allowed to massage any athlete, even if you are a licensed massage therapist. This includes all massages, rubdowns, stretching, physical manipulation, injury rehabilitation, and the use of electronic or instrument assisted modalities such as stim treatment, dry needling, and cupping.

Code of Conduct / Honor Code

The Club Development Committee strongly encourages teams and LSCs to create a Code of Conduct or Honor Code as a companion document to the team travel policies.

HONOR CODE

Required:

All team members, team staff, and parents of minors are apprised in writing of this Code of Conduct and the attached USA Swimming Code of Conduct. A signature on this document constitutes unconditional agreement to comply with the stipulations of both documents.

Recommended:

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrators, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use, or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. No "deck changes" are permitted. Athletes are expected to use available change facilities.
- f. Team members are reminded that when competing in meets, traveling on trips, and attending other meet-related functions, they are representing both themselves and the (NAME OF CLUB). Athlete behavior must positively reflect the high standards of the club (or LSC).

For Consideration:

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete's expense;
 - ii. Disqualification from one or more events, or all events of competition;
 - iii. Disqualification from future team travel meets;
 - iv. Financial penalties;
 - v. Dismissal from the team; and/or
 - vi. Proceedings for a LSC or USA Swimming National Board of Review.
- b. Swimmers are to refrain from inappropriate physical contact at team activities and events.
- c. Swimmers are to refrain from use of inappropriate language.

Model: Athlete Code of Conduct

MODEL TEAM CODE OF CONDUCT: ATHLETES

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. By signing this code of conduct, I agree to the following statements:

- I will respect and show courtesy to my teammates and coaches at all times.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will attend all team meetings and training sessions, unless I am excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's board of directors.

Swimmer's signature

Date

Parent's signature

Date

Model: Coach Code of Conduct

MODEL TEAM CODE OF CONDUCT: COACH

The purpose of this code of conduct for coaches is to establish common expectations for all members of the coaching staff of the club. It is to be used as a guide to promote a positive team environment and good sportsmanship.

- At all times, adhere to USA Swimming's rules and code of conduct.
- Set a good example of respect and sportsmanship for participants and fans to follow.
- Act and dress with professionalism and dignity in a manner suitable to his/her profession.
- Respect officials and their judgment and abide by the rules of the event.
- Treat opposing coaches, participants, and spectators with respect.
- Instruct participants in sportsmanship and demand that they display good sportsmanship.
- Coach in a positive manner and do not use derogatory comments or abusive language.
- Win with humility and lose with dignity.
- Treat every athlete fairly, justly, impartially, intelligently, and with sensitivity.
- Always place the well-being, health, and safety of swimmers above all other considerations, including developing performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Always maintain a professional separation between coach and athlete.

Any complaints of a coach violating this code of conduct will be brought to the attention of his/her supervisor and/or the club's board of directors.

Model: Parent Code of Conduct

MODEL TEAM CODE OF CONDUCT: PARENTS

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy at all times to the team members, coaches, competitors, officials, parents, and all facilities.
- I will get involved by volunteering, observing practices, cheering at meets, and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns to first to _____; then, if not satisfied, to the appropriate supervisor.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action.

Signature(s)

Date

Best Practice Guidelines for All Members

The following Best Practice Guidelines are strongly recommended for all USA Swimming members.

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue.
5. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.
8. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
9. Gift-giving, providing special favors or showing favoritism to individual athletes is strongly discouraged.

Best Practices for Social Media

- Manage your privacy settings.
- Set-up two-factor authentication across platforms.
- Keep your person information personal.
- Use strong passwords - have different ones for different social media accounts and set up security questions.
- Be careful when clicking links - do not click links in DMs from people you do not know.
- Remember - one something is posted it will always be searchable.
- Install antivirus software on your computer.
- Log off when you are done using a public computer.
- Know what to do if something happens - who to contact, how to change passwords, response to harassment and threats, etc.

SwimAssist

SwimAssist is USA Swimming's assistance fund for survivors of abuse. Established in 2014, the goal of SwimAssist is to support survivors with the financial burden of seeking counseling, therapy, or other healing treatment. Just as important as the development of educational resources in abuse prevention programs, we recognize our responsibility to provide support and resources to survivors of abuse wherever possible. No one should ever experience abuse while participating in sport, including swimming.

Any member who has experienced abuse in connection with their participation in USA Swimming may qualify for the organization's SwimAssist program.

HOW DOES SWIMASSIST WORK?

A survivor will be asked to identify the perpetrator of the abuse and the year(s) the harm occurred. No other information is required to receive SwimAssist, and receipt of support is not dependent on the survivor's participation in the U.S. Center for SafeSport's or USA Swimming's disciplinary process. USA Swimming is required to report instances of sexual abuse to the appropriate authorities; however, it is up to the survivor whether to pursue further action.

To request SwimAssist, a survivor or their designee can reach out to USA Swimming in several ways:

- Email swimassist@usaswimming.org
- Call USA Swimming at 719-866-4578 and ask for USA Swimming Safe Sport staff
- Or if an individual is working with the U.S. Center for SafeSport, let the Center know of their interest in SwimAssist and the Center will connect you with USA Swimming

No matter how an individual reaches out, USA Swimming staff is available to help them get started.

WHAT KINDS OF TREATMENT DOES SWIMASSIST COVER?

SwimAssist is set up to accommodate the many ways a survivor may need to heal. There are three levels of SwimAssist:

- (1) Initial Counseling
- (2) Ongoing Counseling
- (3) Alternative Assistance

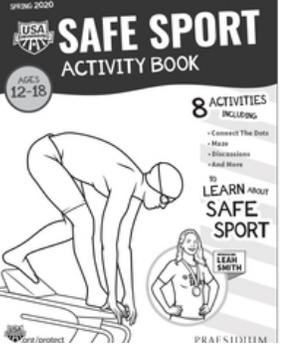
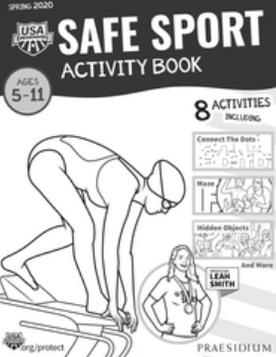
USA Swimming will work with the survivor, their selected treatment provider, and the SwimAssist Panel to remove barriers to healing and help complete the necessary paperwork that each level of assistance might require.

Selecting a therapist or counseling provider is a very personal process and a decision that a survivor should have complete power to make. The survivor and their family will select a provider who they feel is best. USA Swimming can assist in identifying local resources for a survivor but will not have any input or final say in what treatment provider a survivor chooses.

Fees for services will be paid by USA Swimming directly to the provider.

We appreciate the individuals who have come forward to share their experiences and hope that those who have received SwimAssist have found it helpful to their healing process. If you feel that SwimAssist would benefit you, now or in the future, please reach out. Or for additional information, please go to <http://www.usaswimming.org/protect>.

Promotional Material and Posters

<p>Safe Sport Crayons 10/PACK \$5.70</p>		<p>Thrifty Pencil with White Eraser 25/PACK \$6.33</p>	
<p>Safe Sport Coloring Book Ages 12-18 10/PACK \$5.20</p>		<p>Safe Sport Coloring Book Ages 5-11 10/PACK \$5.20</p>	
<p>1/2" Awareness Bracelet 50/PACK \$13.50</p>		<p>Silicone Slap Bracelet 20/PACK \$49.64</p>	
<p>Lanyards 5/PACK \$7.31</p>		<p>Bookmarks 50/PACK \$15.65</p>	
<p>Standard Latex Balloon 50/PACK \$14.05</p>		<p>Safe Sport Swim Cap Each \$5.54</p>	
<p>Safe Sport Banners Each \$84.62</p>		<p>6'/8' Convertible Table Throw Each \$219.00</p>	

<p>Kick Board Each \$14.93</p>		<p>Single Wall Hanger Sports Bottle Each \$12.60</p>	
<p>Post-it® Custom Printed Notes 10/PACK \$10.40</p>		<p>Temporary Tattoos 50/PACK \$13.00</p>	
<p>Webcam Privacy Cover with Screen Cleaner 10/PACK \$10.80</p>		<p>PopSocket 5/PACK \$26.95</p>	
<p>Parent Cards 25/PACK \$2.55</p>		<p>Stickers 25/PACK \$12.55</p>	
<p>Sunglasses 5/PACK \$15.67</p>		<p>Rally Towel 5/PACK \$12.03</p>	

SSRP Promotional Flyers
50/PACK
\$15.85



Frequently Asked Questions

USA Swimming Safe Sport Club Recognition Program

Q: What is the process for receiving Safe Sport Club Recognition?

A: The club admin will log into the club portal and complete the point requirement criteria for Safe Sport Club Recognition. This includes all the required measures as well as a selection of elective measures. NOTE: If you need assistance in accessing your club portal please reference the guide at www.usaswimming.org/ssrp or email USA Swimming Safe Sport at ssrp@usaswimming.org. After the club admin submits the form online, it will be reviewed by Safe Sport staff. This can take up to three weeks. Staff will either approve the recognition or send it back with notes for improvement. Once the recognition is approved, the club and LSC will receive notification and a logo to display on their website. Within 24 hours of approval, the Find A Team tool will begin showing the club status as a Safe Sport Club Recognized Program.

Q: Is there a performance component to the Safe Sport Club Recognition Program?

A: No. Times and IMX scores are not a factor for the Safe Sport Club Recognition Program. Clubs serving all levels of athletes are eligible to pursue this recognition.

Q: How is the training component measured?

A: This is an automatic process based on how many individuals completed the “Safe Sport for Athletes” (Ages 12 and over) and “Parent’s Guide to Misconduct in Sport” courses on LEARN. Clubs can earn more points for having a larger proportion of their club complete these courses. The proportion is based on the number of registered households within a club, and at least 10% participation is required to receive points.

Q: Can we do trainings in groups?

A: Yes! In fact, this will make completing the online education component easier to fulfill. You can complete the athlete or parent training as a big group, in person or via Zoom, following MAAPP guidelines. In order to receive credit, you must take attendance by including the date, names of those in attendance, and the team name. Then, send it to USA Swimming at ssrp@usaswimming.org and we will manually update the points for the online education measure if you have reached a minimum of 10% participation. In addition, USA Swimming offers monthly trainings via Zoom. For all training options please go here.

NOTE: Points are manually adjusted on the backend only, you will not see the number of participants adjusted in the club portal.

Q: Do I have to do it all at once?

A: No, it is possible to start Safe Sport Club Recognition process and come back to it at any time via the club portal.

Q: Does becoming a Safe Sport Recognized Club mean that we will never have instances of misconduct?

A: Unfortunately, no. However, having Safe Sport Club Recognition prepares you to mitigate risk and respond to any inappropriate behavior or misconduct. By creating a structure through policies, guidelines, and procedures—and training the coaches, athletes, and parent/volunteers on Safe Sport—you’ve created a shared commitment to create a safe, healthy, and positive environment free from abuse for all participants.

Q: Does becoming a Safe Sport Recognized club mean that I don’t need to talk about Safe Sport or do other Safe Sport education anymore?

A: No! Becoming SSRP means the club has taken proactive steps to create a culture of Safe Sport within the club. You should regularly continue to talk about Safe Sport, engage athletes in discussion, review Minor Athlete Abuse Prevention and Anti-Bullying policies and refer to best practices when issues arise.

Q: What happens if misconduct occurs at a Safe Sport Club Recognized team?

A: Clubs will rely on their team policies to manage minor misconduct and team policy violations. If a more serious report of misconduct occurs, clubs need to report to the appropriate jurisdictions.

Q: I noticed athlete and parent education numbers have changed in the application, why is that happening?

A: Parents take the "Parent's Guide to Misconduct in Sport" and athletes (ages 12+) take the "Safe Sport for Athletes" course to meet the online education requirement. These courses will expire after 18 months from their learn dashboard. When the course expires for individuals it will also disappear from the team's online education numbers. Parents and athletes will need to take these courses again when you are planning to renew your Safe Sport Club Recognition status.

Q: It's time for my club to renew their Safe Sport Club Recognition, why is my application blank?

A: 60 days prior to renewal all previous documents uploaded, and information previously submitted will be wiped clean from the system.

Q: Can anyone be a club Safe Sport Coordinator for our team?

A: We strongly recommend your club Safe Sport Coordinator be somebody other than a coach. It is best served by someone from your team who has professional experience in the topic of Safe Sport like a law enforcement officer, social worker, or therapist. We understand not every team has this option though. It is important to note, people, especially kids, often feel more comfortable bringing concerns to the team if the person filling that role is not the coach.

Q: What if a college program which has no minors and no parent involvement would like to achieve Safe Sport Club Recognition? How would the athlete and parent education requirements be met?

A: Clubs who do not have minors associated with their team and thus no parent involvement would have their athlete adult members take the "Safe Sport for Adult Athletes" course to meet the education requirement for athletes. Same percentages apply. The parent education in this instance would be waived with 1 point and the team would need to make up that point in another area.

Q: The points on my application changed (up or down) why did that happen?

A: There are a few reasons this can happen:

- Athletes or parents have taken the online education adding to your points.
- An athlete switched teams and their online education now counts toward another team.
- The measure you marked as complete and documents uploaded did not meet the specific requirements and was unchecked by the Safe Sport reviewer.

Q: We have athletes and parents who are already non-athlete members of USA Swimming and have taken the Athlete Protection Training. Do they have to still take the Safe Sport for Athletes or Parent's Guide to Misconduct in Sport course to get points for our team?

A: Yes. Athlete Protection Training is required for all adult members. The training requirement for teams to achieve Safe Sport Club Recognition is specifically designed for athletes/parents and shows the team's commitment to go above and beyond what is required for membership.

Q: Our team does not have its own website. We have either a social media page or a designated page as part of our larger organization. Would this be acceptable for recognition?

A: Yes. As long as the club page is public and can display the same information, which is required for the website guidelines, this would be acceptable.

Q: Can the parent consent forms for MAAPP cover a season, especially local transportation?

A: No, these permission forms are for specific instances of exceptions and cannot be a blanket permission.

Q: Are there exceptions to the USA Swimming Corporate Bylaw requirement that all members of the Board of Directors of a member club must become individual USA Swimming Members? Doesn't this requirement of membership only apply to an Executive Member of the BOD?

A: No, the bylaw change requires that the entire Board of a member club become non-athlete members of USA Swimming. Should a club apply the rule differently based on state or local laws, the club should be able to explain their decision. See Article

Q: How can I find out how many parents and athletes have taken the training through LEARN? Can I get a roster of who has taken the courses?

A: In your club portal you can see how many people have taken the trainings and how many points your team has, but you do not get a list of the specific individuals that have completed the training. Those who do complete the training through LEARN do see a completion certificate that they could take pictures of or print off and send to you.

Q: Club Portal Login Issues: Sometimes I get a blank screen sometimes I will get to the actual portal page but the box for the password is missing. Sometimes everything works.

A: This occasionally happens when one part of the site thinks you are still logged in and another part does not. Please try clearing your internet browser cookies and temporary internet files (cache). You will need to select "all time" or "all history" when clearing the cookies to make sure they all get cleared.

Then close all browser windows.

Then log back in and see if the problem is resolved.

You could also try another browser if that is easier.

Q: How do I display the Safe Sport Club Recognition badge that I received after my team was approved on my Team Unify webpage?

A: Team Unify has instructions on how to place your Safe Sport Club Recognition badge, received after your team is approved, on your Team Unify webpage. Follow this link to view instructions: <https://support.teamunify.com/en/articles/1521>

Applicable Adults

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) applies to Applicable Adults. This resource is intended to provide information regarding implementing the Applicable Adults definition in the policy.

Applicable Adults

- All USA Swimming non-athlete members and adult athlete members;
- Participating non-members (e.g. meet marshals, meet computer operators, timers, etc.);
- LSC and club adult staff and board members; and
- Any other adult authorized to have regular contact with or authority over a minor athlete.
- Collectively "Applicable Adult(s)"

Frequently Asked Questions

Q: When am I an Applicable Adult?

A: Once you trigger any of the four descriptions of an Applicable Adult you are an Applicable Adult.

Q: How long do I retain Applicable Adult status?

A: An individual is an Applicable Adult for as long as one of the four descriptions applies to that individual.

Q: How is "adult athlete" defined?

A: An adult athlete is an athlete member age 18 and over.

Q: Are chaperones Applicable Adults?

A: Yes. Chaperones are adults authorized to have regular contact with or authority over a minor athlete and therefore trigger Applicable Adult status.

Q: Are junior coaches Applicable Adults?

A: Yes. Junior coaches under the age of 18 are Applicable Adults because they are USA Swimming non-athlete members. Junior coaches are perceived to be in a position of power or authority over minor athletes. As a result, junior coaches must be educated on the importance of boundaries between adults and youth are important. This knowledge base will be important for junior coaches who become adult coaches.

Q: Are parent meet volunteers Applicable Adults?

A: Yes. A parent meet volunteer is an Applicable Adult if the parent triggers any of the four descriptions of an Applicable Adult. For example, if the volunteer is authorized to have regular contact or authority over minor athletes during the meet, that volunteer is an Applicable Adult.

UPDATED QUESTIONS (June 13, 2019)

Q: Does MAAPP apply when I am engaged in non-USA Swimming activities (e.g., NCAA recruiting, coaching a scholastic team)?

A: No. MAAPP only applies to Applicable Adults engaged in USA Swimming activities.

Q: What if I am a USA Swimming coach member and also an NCAA coach, when am I an Applicable Adult?

A: MAAPP applies to Applicable Adults and their interactions with minor athletes solely in conjunction with USA Swimming activities. While we encourage our members to take the necessary steps to protect minor athletes from abuse in sport regardless of the organizational affiliation, the expectations set forth in MAAPP will only be enforced and audited with respect to USA Swimming activities.

Q: Do all Applicable Adults have to become USA Swimming members and complete APT and a background check, specifically those participating non-members?

A: No. MAAPP applies to Applicable Adults. The APT requirement of membership applies to USA Swimming members. Participating non-members, by definition, are not USA Swimming members and do not have

complete the requirements of membership. The requirements to become a member can be found in Article 305.5 of the USA Swimming Rules and Regulations.

Q: Is a U.S. Masters Swimming (“USMS”) member an Applicable Adult?

A: An individual is an Applicable Adult if he or she meets any of the four descriptions of an Applicable Adult, so a USMS member may be “Any other adult authorized to have regular contact with or authority over a minor athlete.” However, we would not consider a USMS member who only has contact with a minor athlete by virtue of being at the same competition to meet this standard and be considered an Applicable Adult. By comparison, a USMS member who regularly trains with minor athletes at practice would be more likely to meet this standard.

Q: What does “authority over” mean when referencing Applicable Adults in MAAPP?

A: An individual has authority over a minor athlete when a power imbalance exists between the adult and the minor athlete or when the adult has perceived power over a minor athlete. A coach always has this perceived power over or power imbalance between him or herself and the minor athlete. A volunteer or participating non-member, depending on their role, might have that perceived power only while fulfilling their volunteer roles.

Q: Do volunteers at meets have to fulfill the General Acknowledgement section of MAAPP?

A: No. The General Acknowledgement section applies to athletes, parents, coaches and non-athlete members of a member club. It is not a requirement that meet volunteers, such as timers, read and acknowledge MAAPP before they can volunteer at a meet. However, MAAPP does apply to meet volunteers who are authorized to have regular contact with or authority over minor athletes. One way to ensure that these volunteers are aware of the MAAPP requirements is to include the expectations in meet briefings or meet information, or verbally highlighting the expectations for volunteers.

Q: Does MAAPP apply to meet volunteers at all times?

A: Meet volunteers must follow MAAPP during the time that they trigger Applicable Adult status. For example, if a meet volunteer is authorized to have regular contact with or authority over minor athletes during one morning session at the meet but does not volunteer at any other point in the meet, that individual is an Applicable Adult during the one morning session.

Q: Are LSCs required to put information about MAAPP in their meet information?

A: No. There is no requirement to provide information about MAAPP in meet information. This language is provided by USA Swimming as a helpful suggestion to give notice to those involved with the meet on the application of MAAPP to involvement in the meet. Including this language in meet information creates consistent messaging of the importance of MAAPP and reinforces the rules to Applicable Adults.

Q: Are all adults that use a shared facility (which is also used by a member club for purposes of practice or competition) considered Applicable Adults?

A: No. An individual is an Applicable Adult if he or she meets any of the four descriptions of an Applicable Adult, so an adult member of the general public may be “Any other adult authorized to have regular contact with or authority over a minor athlete.” However, we would not consider an adult member of the general public who only has contact with a minor athlete by virtue of being at the same shared facility to meet this standard and be considered an Applicable Adult.

One-on-One Interactions

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) has five parts. This resource is intended to provide information regarding implementing the One-on-One Interactions section of the policy.

One-on-One Interactions

One-on-One Interactions present a risk for an Applicable Adult to abuse a minor athlete or initiate grooming behaviors to do so. This portion of the policy sets the expectation that if a one-on-one interaction occurs, it is done in a way that is observable and interruptible by another adult.

Meetings: In swimming, meetings between adults and minors are common. MAAPP requires that another adult be present AND that the meeting be in a location that is easily observed and interruptible. USA Swimming has recommended a similar concept, two-deep leadership, as a best practice for years. Now, two-deep leadership is not recommended, it is required.

Private Instruction: Legal guardians often hire coaches to give private lessons to their minor athlete. A private lesson is a one-on-one interaction between an Applicable Adult and a minor athlete but it is not a one-on-one interaction occurring in the course of team practices or USA Swimming events and activities. USA Swimming recommends that individual training sessions be observable and interruptible by another adult and the that minor athlete's legal guardian be allowed to observe the session. This is the only piece of the One-on-One Interactions section that is recommended and not required.

Frequently Asked Questions

Q: What does observable and interruptible mean?

A: Observable and interruptible means that the interaction takes place in such a way that another adult can see all the interactions that are happening AND another adult can interrupt the interaction if he or she observes a questionable behavior in the moment that it is occurring. That interruption could include a physical interruption and/or a vocal interruption.

Q: What does "except under emergency circumstances" mean?

A: An example of an emergency circumstance could include an individual experiencing a medical emergency leaving an Applicable Adult and a minor athlete without another adult in an observable and interruptible distance.

Q: Can a lifeguard serve as the second person within an observable and interruptible distance?

A: Yes, if the lifeguard is an adult and can completely observe the interaction and interrupt in the moment. However, remember that a lifeguard's responsibility is to those in the pool and accordingly likely will not be able to observe or interrupt a one-on-one interaction.

Q: Is a telephone call considered to be a one-on-one interaction?

A: Yes. Therefore, a telephone call between an Applicable Adult and a minor athlete must be observable and interruptible by another adult. A duration of a telephone call made during an emergency circumstance must be consistent with the type of emergency.

Social Media and Electronic Communications

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) has five parts. This resource is intended to provide information regarding implementing the Social Media and Electronic Communications section of the policy.

Social Media and Electronic Communications

Private electronic communications between an Applicable Adult and a minor athlete present an opportunity for the Applicable Adult to initiate grooming behaviors that may lead to abuse. Just as one-on-one interactions between an Applicable Adult and a minor athlete must be observable and interruptible, any communications between an Applicable Adult and a minor athlete should be open, transparent. Additionally, electronic communications between an Applicable Adult and a minor athlete must involve the minor's legal guardian and take place during reasonable hours.

Before MAAPP, USA Swimming rules required every team establish a social media/electronic communication policy. This section of MAAPP replaces that requirement. Members will note that this section of the MAAPP is similar to the USA Swimming's previous Model Policy on Electronic Communication and published Best Practice Guidelines.

Frequently Asked Questions

Q: Can our team still use our Electronic Communication Policy instead of this one?

A: No, you cannot use the Electronic Communication Policy that you have had to this point. Every team is required to adopt this policy, including the Social Media and Electronic Communications section, in full.

Q: Are minor athletes still allowed to follow their favorite celebrity swimmer on a fan page? **A:** Yes, under the policy, a minor athlete can follow or friend a celebrity swimmers fan page.

Q: What do I do about my pre-existing social media connections with minor athletes?

A: Applicable Adults are required to discontinue existing social media connections with minor athletes.

Q: When does a minor athlete's legal guardian need to be copied on an electronic communication to a minor athlete?

A: An Applicable Adult with authority over minor athletes must not send a one-on-one communication to a minor athlete. A minor athlete's legal guardian must be copied on an electronic communication sent by an Applicable Adult with authority over minor athletes to the minor athlete.

Q: How should an Applicable Adult communicate with the team or a group of minor athletes?

A: If an Applicable Adult sends a message to a group of minor athletes or an entire team, another adult must be copied on the communication. It is not required that each minor athlete's legal guardian be copied on an electronic communication sent by an Applicable Adult to a group of minor athletes or an entire team.

Q: What would be an emergency circumstance?

A: An emergency circumstance should be an isolated incident that is an objectively reasonable emergency in order to justify an electronic communication sent outside of 8:00 a.m. – 8:00 p.m. An example would be to notify the team that early morning practice is cancelled at the last minute.

Q: Is a telephone call considered to be an electronic communication?

A: A telephone call is similar to a one-on-one interaction. Therefore, a telephone call between an Applicable Adult and a minor athlete must be observable and interruptible by another adult. A duration of a telephone call made during an emergency circumstance must be consistent with the type of emergency.

Q: Can a team change the hours during which electronic communications can be sent to a time period other than 8:00 a.m. to 8:00 p.m.?

A: No.

Q: Can an LSC send communications to a committee including an athlete representative outside of 8:00 a.m. to 8:00 p.m.?

A: No. LSC staff and board members are Applicable Adults with authority over minor athletes. Electronic communications sent to minor athletes must only be sent between the hours of 8:00 a.m. and 8:00 p.m.

Q: Can an LSC or USA Swimming committee with minor athlete representatives conduct a telephone or videoconference meeting after 8:00p.m.?

A: Yes. If a committee is unable to hold their meeting before 8:00 p.m., then the committee can conduct the meeting after 8:00 p.m. Electronic distribution of meeting materials should not be sent between 8:00 p.m. and 8:00 a.m.

Q: If an athlete member turns 18 years old and becomes an Applicable Adult, can that athlete member still communicate with minor athlete friends and teammates through social media and electronic communication?

A: Yes. If that adult athlete does not have “authority over” (e.g., a power imbalance does not exist) the minor athletes, then this provision of the policy does not apply.

Travel: Local and Team

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) has five parts. This resource is intended to provide information regarding implementing the Travel: Local and Team section of the policy.

Travel: Local and Team

Local and team travel occur frequently in our sport and presents a series of unique risk factors. The goal of this policy is to minimize the opportunity for an Applicable Adult to abuse a minor athlete during local and team travel.

Before MAAPP, USA Swimming rules required every team establish a travel policy. This section of MAAPP replaces that requirement. Members will note that this section of the MAAPP is similar to USA Swimming's previous Model Policy on Team Travel and published Best Practice Guidelines.

A legal guardian must consent in writing, in advance, for every instance in which their minor athlete travels alone with an Applicable Adult. Please note, it is the responsibility of the team to maintain parent consent forms covered in this section.

Teams often try to save money during team travel. For example, it has become a common practice for teams to rent a house which may be more cost effective than paying for hotel rooms. That practice is no longer permissible.

Frequently Asked Questions

Q: Can Applicable Adults ride alone in a vehicle with a minor athlete?

A: Applicable Adults must not ride in a vehicle alone with an unrelated minor athlete, absent emergency circumstances, and must always have at least two minor athletes or another adult in the vehicle, unless agreed to in writing by the minor athlete's legal guardian.

Q: How is "overnight lodging location" in Section II(b) defined?

A: Overnight lodging location refers to a non-traditional lodging situation that teams might use. This includes, but is not limited to, non-traditional arrangements such as VRBO rentals, Air BNBs, campers, trailers, etc. All the travel rules apply to these locations as well.

Q: Can an adult athlete share a hotel or sleeping arrangement with a minor athlete?

A: Yes, an adult athlete can share a hotel room, other sleeping arrangement or overnight lodging location with a minor athlete only if the minor athlete's legal guardian provides written permission in advance and for each instance for the minor to share a hotel room, other sleeping arrangement or overnight lodging location with said adult athlete. No other Applicable Adult can share a hotel or sleeping arrangement with a minor athlete.

Q: Can families traveling to a competition share an Air BNB or VRBO?

A: Yes. If the travel is not "organized or supervised by the team" then families can make their own arrangements for accommodations. Under no circumstance can a coach share a hotel room, other sleeping arrangement or overnight lodging location with an athlete.

Q: What is different between a VRBO or Air BNB and a hotel? Especially if everyone has their own rooms, and bathroom.

A: A temporary residence rental such as a VRBO or an AirBNB provides opportunity for more personal and casual encounters between Applicable Adults and minor athletes than a hotel. This sort of casual setting provides an environment where boundaries can be crossed.

Locker Rooms and Changing Areas

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) has five parts. This resource is intended to provide information regarding implementing the Locker Rooms and Changing Areas section of the policy.

Locker Rooms and Changing Areas

Locker rooms and changing areas are private and enclosed spaces in which abuse can occur. To prevent abuse of minor athletes in these private areas, this section of the MAAPP is intended to keep Applicable Adults from being present in a locker room or changing area at the same time as minor athletes.

Prior to MAAPP, a team locker room policy has been a strongly recommended best practice. This section of MAAPP is very closely aligned with USA Swimming rules, Model Policy on Locker Rooms and published Best Practice Guidelines. Now, rather than recommended practices, this is a USA Swimming requirement.

Please note that Adult Athletes are Applicable Adults. It is important for adult athletes to carefully read and understand their responsibilities under this section. Please read every point carefully to avoid confusion.

Frequently Asked Questions

Q: What does the word “expose” mean in Section III?

A: Expose means a purposeful showing of private parts or being bare skinned for an abnormal amount of time while changing. Adult athletes should be thoughtful to turn their bodies away and shield their private parts from minor athletes while changing.

Q: Does this policy only apply to locker rooms at competitions?

A: No. MAAPP applies to any and all locker rooms or changing areas used by Applicable Adults and minor athletes in connection to USA Swimming activities such as practice, competition, camps, etc.

Q: Does this policy mean that athletes over the age of 18 cannot share a locker room or changing area with teammates under the age of 18?

A: No. Unrelated Applicable Adults must not be alone with a minor athlete in a locker room or changing area except for athletes on the same team and athletes attending the same competition.

Q: Can U.S. Masters Swimming (“USMS”) members use a locker room at the same time as minor athletes?

A: An unrelated Applicable Adult must not be alone with a minor athlete in a locker room or changing area. If a USMS swimmer meets the definition of an Applicable Adult, then the Applicable Adult must not be alone with a minor athlete in a locker room or changing area. MAAPP would not prohibit an Applicable Adult, or Applicable Adult(s) from sharing a locker room or changing area with minor athletes so long as the Applicable Adult is not alone in the locker room or changing area with a minor athlete.

Q: Can an athlete deck change?

A: NO. Deck changing is prohibited under USA Swimming rules and by MAAPP.

Q: If the club or LSC is using a public facility, how can the club or LSC ensure compliance with this section of MAAPP?

A: MAAPP only applies to Applicable Adults and does not extend to the general public. Only Applicable Adults are required to adhere to MAAPP.

Q: If two teams use the same practice facility, can the adult athletes from one team share a locker room or changing area with minor athletes from another team?

A: Yes. Athletes from two teams sharing a practice facility would be treated similarly to athletes on the same team.

Massages, Rubdowns and Athletic Training Modalities

The USA Swimming Minor Athlete Abuse Protection Policy (MAAPP) has five parts. This resource is intended to provide information regarding implementing the Massages, Rubdowns and Athletic Training Modalities section of the policy.

Massages, Rubdowns and Athletic Training Modalities

Massages, rubdowns and athletic training modalities can present a risk for Applicable Adults to abuse minor athletes. As a result, all massages, rubdowns and athletic training modalities performed on a minor athlete must be conducted in an observable, interruptible environment by a non-coach licensed professional.

This section of MAAPP is very closely aligned with USA Swimming rules requiring massages and rubdowns be performed by a non-coach licensed professional. Now, this requirement extends to other forms of treatment.

Frequently Asked Questions

Q: What is an athletic training modality?

A: Examples of an athletic training modality includes stretching, physical manipulation, injury rehabilitation, stim treatment, dry needling, cupping, etc.

Q: Can a coach assist an athlete stretching a leg or working out a shoulder knot?

A: No. Under no circumstance is a coach permitted to perform a rubdown or massage even if the coach is a licensed massage therapist or athletic trainer.

Q: Is it permissible for a coach to use an applicator to help apply relief creams or work out a muscle?

A: No. The use of instrument assisted modalities by a coach is not allowed.

Q: Does a legal guardian have to give permission for a massage therapist to work on their minor athlete?

A: Yes. The legal guardian must provide advance, written consent to the licensed massage therapist or other certified professional, with a copy provided to the club.

Q: Can a coach provide hands-on stroke technique guidance?

A: Yes. In doing so a coach should adhere to the following best practices:

1. First, ask for the athlete's permission. For example, "Is it okay if I show you where to hold your elbow?"
2. Verbally explain what you are going to do and explain why. For example, "I'm going to hold your elbow into this position because this angle allows you to get better leverage in the water."
3. Educate team parents that they may at some point see you performing hands-on stroke technique guidance. Describe what this means, that you will always first ask for the athlete's permission and will also verbally explain to the athlete what will be demonstrated. Allow the parents to opt-out of hands-on stroke technique guidance at any time.
4. All hands-on stroke technique guidance must be performed within an observable and interruptible distance from another adult.

Athlete Protection Training Requirement for Adult Athletes

Starting June 23, 2019, adult athletes will be required to complete the USA Swimming Athlete Protection Training. This resource is intended to provide information regarding this membership requirement.

USA Swimming requires all adult members to complete Athlete Protection training. Previously, this requirement did not extend to adult athlete members. This training and education requirement is not a part of the Minor Athlete Abuse Prevention Policy (MAAPP)

As a membership requirement, adult athletes who are currently 18 and older must complete this training. Adult athletes will be given a 30-day grace period in which to complete the training. Those athlete members who are 17, about to turn 18, must complete this training by their 18th birthday. Successful completion the training, on an annual basis, is now a membership requirement of adult athletes, and failure to complete it will result in an athlete's inability to swim in a meet or at practice. This is the same membership requirement for all non-athlete members.

Frequently Asked Questions

Q: What is an adult athlete?

A: An adult athlete is an athlete member age 18 years and older.

Q: Can an athlete take the training before they turn 18?

A: Yes. Subject to parental consent, an athlete can access and complete the training prior to turning 18.

Q: How is the training accessed?

A: An adult athlete will access the same training that non-athlete members must take at www.usaswimming.org/apt. The athlete member will enter his or her name and date of birth to initiate the process and log into the LEARN platform. Once in the LEARN system the athlete will access the Athlete Protection Training.

Q: Which courses are required to complete Athlete Protection Training?

A: Adult athlete must take the Athlete Protection Training: Core Course. Upon completion of the course, the athlete will receive a completion certificate.

To renew, members will annually alternate between taking a refresher course and the Core Course from the U.S. Center for SafeSport.

Q: Will the free athlete training count towards the requirement?

A: No. The course labeled "Free Safe Sport Training for Minor Athletes" does not satisfy the requirement. Adult athletes must complete the "Athlete Protection Training".

Q: Can athletes take the training in a large group with one login to the training?

A: No. Each adult athlete must login to LEARN with their own name and date of birth, otherwise there will not be a way to track that they have completed the training. Suggestion: Take a training practice time and have all the athletes that must complete the training in one place, with their own electronic device. Have them log in on their own but complete the training in a group setting. This way the club can account for them taking it.

Q: How will an adult athlete be able to show that they completed the training?

A: Once the adult athlete completes the training, the athlete's member record in SWIMS will populate an updated training expiration date. The athlete's Deck Pass account will also reflect whether the adult athlete has completed the training.

Q: How will an LSC or meet official know whether an adult athlete has completed the training?

A: The meet recon report will reflect whether an adult athlete has completed the training.

Q: Is there a grace period in order to complete the training?

A: Yes. There is a 30-day grace period given to the adult athletes to complete this initial training requirement.

Q: Do masters swimmers have to complete the training?

A: This APT training requirement is a USA Swimming adult athlete membership requirement. If a U.S. Master's Swimming member is also a USA Swimming athlete member, is only required to complete the training as a requirement of continued athlete membership in USA Swimming.

Q: What happens if an adult athlete competes in a meet without completing the training?

A: If an adult athlete member competes when their membership requirement was not satisfactorily fulfilled, swim time would not be valid. This will affect an adult athlete's ability to achieve qualifying times.

Q: How will a club know whether or not adult athlete members have completed the training?

A: A club will be able to view whether or not an athlete member has completed the training by viewing the roster in the Club Portal. Clubs will also be able to run a Membership Status report and a custom member report as well.

Q: How will a Meet Director know that an athlete is ineligible to swim?

A: When a Meet Director runs a recon report, any athlete that has not completed the training will show as ineligible. This will be similar to those non-athlete members who will show up for not having up to date credentials.

Q: Does an adult athlete registering for Single Meet Open Water membership required to complete the training before being able to compete?

A: No. Adult athletes registering for Single Meet Open Water membership will not have regular, frequent and/or direct contact with minor athletes and therefore is not required to complete APT as a requirement of membership.

Q: Is it expected that those adult athletes with developmental delays or disabilities complete the training?

A: No. Adult athletes with cognitive delays are not required to complete the Athlete Protection Training. The U.S. Center for SafeSport has given the USA Swimming the authority to decide how to apply the education and training requirement to these athlete members. Currently, USA Swimming is working on the best solution to be finalized and communicated by July 23, 2019 (implementation date of June 23 plus the 30-day grace period).

Q: Is the Athlete Protection Training be available in other languages?

A: Yes. Currently, the training is offered in English, Spanish and French.

Q: Is the training available for the hearing and vision impaired?

A: The training is currently available in closed caption for the hearing impaired. It is not currently available in a form available for vision impaired. Suggestion: A solution to this would be for the athlete to complete the training alongside an aid or someone else to help relay the information.

MAAPP and Non-USA Swimming Activities

On April 29, 2019, USA Swimming released its Minor Athlete Abuse Prevention Policy (MAAPP) addressing one-on-one interactions, social media and electronic communications, travel, locker rooms and changing areas, and massages, rubdowns and athletic training modalities. All USA Swimming member clubs are required to implement MAAPP in full by June 23, 2019.

The U.S. Center for SafeSport (“the Center”) created MAAPP as the baseline for acceptable safety standards that limit one-on-one interactions between adults and minor athletes. MAAPP is designed to facilitate healthy boundaries between adults and minor athletes in order to protect minor athletes from abuse in sport.

USA Swimming initially understood that MAAPP applied to all Applicable Adults and their interactions with minor athletes, whether or not the interaction stems from USA Swimming activities. However, based on feedback received from our coach members who serve in dual roles (including, for example, as high school and collegiate coaches), USA Swimming sought additional clarification on this point from the Center. The Center subsequently determined that MAAPP applies to Applicable Adults and their interactions with minor athletes solely in conjunction with USA Swimming activities.

While we encourage our members to take the necessary steps to protect minor athletes from abuse in sport regardless of the organizational affiliation, the expectations set forth in MAAPP will only be enforced and audited with respect to USA Swimming activities.

Pre-Employment Screening Program

Q: Is pre-employment screening required for all coach members?

A: Yes. Effective August 31, 2011, clubs are required to conduct pre-employment screening on all newly hired coaches. Existing USA Swimming coaches are subject to the preemployment screening program when they seek employment at a different club.

Q: Are other club employees subject to the pre-employment screening requirement?

A: Possibly. All club employees that are required to be non-athlete members of USA Swimming are subject to this screening requirement. It is the responsibility of the club to self-determine which employees other than coaches interact directly and frequently with athletes as a regular part of their duties and therefore must become non-athlete members. Any new employee that the club determines must be a member of USA Swimming is subject to the pre-employment screening requirement.

Q: What constitutes a past employment reference check?

A: A past employment reference check typically involves speaking to a former or current supervisor to gather information about the applicant's job performance, work ethic, personality and attitude.

Q: Can clubs fulfill the pre-employment screening requirements in-house or must they utilize the services of an outside vendor?

A: Clubs are not required to use one of the recommended service providers. Clubs are also not required to contract for services that they would rather perform themselves. However, please note that federal regulations require employers to use a consumer reporting agency to acquire the state motor vehicle reports.

Q: Does USA Swimming require that the club contact all previous employers?

A: Where there have been multiple employers, a minimum of the 3 most recent employers must be contacted.

Q: What is the purpose of the education verification and the motor vehicle record examination requirements?

A: Education history is the most common falsified information on resumes and job applications. A motor vehicle report examination is the best way to identify prospective employees with unsafe driving records.

Q: Are the staff members of a newly approved USA Swimming club subject to the additional screening requirements?

A: Whether the new club is a newly created entity or an existing program choosing to join USA Swimming, any new employee that the club determines must be a member of USA Swimming is subject to the pre-employment screening requirement.

Q: Will USA Swimming receive a copy of the screening information sent to the club?

A: No. As the employer, clubs will contract directly with the consumer reporting agencies to provide pre-employment screening services. USA Swimming is not a party to this transaction and will not receive the screening information provided to clubs.

Q: How will USA Swimming monitor compliance with the pre-employment screening requirement?

A: In order to ensure compliance with the pre-employment screening program, a club representative must certify on the annual club membership application that the club is conducting pre-employment screening as required by USA Swimming rules.

Q: Where do I go for more information?

A: Please refer to the Program Summary or after reviewing the Program Summary, please contact preemploymentscreening@usaswimming.org.

Coaching Boys Into Men and Athletes as Leaders

Q: What is the Coaching Boys Into Men (CBIM) program?

A: It is the only evidence-based program endorsed by the Center for Disease Control and Prevention (CDC) meant for male coaches to discuss with their male-identifying athletes ages. It allows coaches to positively influence how their young male athletes think and behave in and out of the pool. To watch a video on CBIM, please click [here](#).

Q: What is the Athletes as Leaders (AAL) program?

A: It was created by Harborview Abuse & Trauma Center and is meant for female coaches or team mentors to run with their female-identifying athletes. In this program, athletes are encouraged to be leaders in changing peer norms to a culture of safety and respect. To watch a video on AAL, please click [here](#).

Q: Where can I access these programs?

A: Both programs are available virtually here (usaswimming.org/safesportteamtalk), while you can order hard copies of the CBIM cards on MatchUp [here](#).

Q: Why should our team utilize these programs?

A: These programs are designed to help coaches and/or mentors produce a healthy and positive culture for athletes to have open and honest conversations. They are not a requirement for the Safe Sport Club Recognition program.

Q: How many lesson plans are in each of the programs?

A: CBIM has 12 lessons and AAL has 10 lessons.

Q: How many minutes does each lesson take?

A: You can complete each lesson between 15-30 minutes in small groups.

Q: Who can participate in these programs?

A: Athletes on your club team can participate in these programs. Athletes will participate in the gender group in which they identify. The groups are meant to be overseen by a coach or mentor of the same gender. If there is only one coach or mentor, a board member or other mentor of the same gender group can help facilitate these programs.

Q: Is there a minimum age recommendation?

A: We recommend these programs for athletes ages 12 and older.

Q: What about Safe Sport Mondays? Will this be in addition to those?

A: CBIM and AAL lessons will replace Safe Sport Mondays.

Q: What if our teams are not back to having in person practices yet?

A: There are no restrictions if your team is not back to in person practices. Your teams can participate in the CBIM and AAL cards virtually if you are not back together.